



Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262)763-3474 fax
www.burlington-wi.gov

AGENDA COMMON COUNCIL

Tuesday, February 4, 2014

**To immediately follow the 6:30 p.m. Committee of the Whole meeting
Common Council Chambers, 224 East Jefferson Street**

Mayor Robert Miller

Robert Prailes, Alderman, 1st District

Edward Johnson, Alderman, 1st District

Peter Hintz, Alderman, 2nd District

Ruth Dawidziak, Alderman, 2nd District

Tom Vos, Council President and Alderman, 3rd District

Jon Schultz, Alderman, 3rd District

Tom Preusker, Alderman, 4th District

Todd Bauman, Alderman, 4th District

Student Representatives

Sam Joski, CCHS

Joe Nguyen, BHS

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Citizen Comments
4. Chamber of Commerce Representative
5. Approval of the Common Council minutes for January 21, 2013 *(T. Bauman)*
6. Letters and Communications: None
7. Reports by Aldermanic Representatives and Department Heads
8. Reports 1-3 *(R. Prailes)*
9. Payment of Vouchers *(P. Hintz)*
10. Licenses and Permits *(R. Dawidziak)*
11. Appointments and Nominations: None

12. **PUBLIC HEARINGS:**

None

13. **RESOLUTIONS:**

- A. Resolution 4647(37) to approve a Letter of Agreement between the City of Burlington and the Racine County Economic Development Corporation (RCEDC) for 2014. This item was discussed at the January 21, 2014 Committee of the Whole meeting. *(T. Vos)*
- B. Resolution 4648(38) to approve a Master Service Agreement and Work Order with Baxter & Woodman for the Wisconsin Pollution Discharge Elimination System (WPDES) permit in the amount of \$9,780. This item was discussed at the January 21, 2014 Committee of the Whole meeting. *(J. Schultz)*

14. **ORDINANCES:**

None

15. **MOTIONS:**

None

16. **ADJOURNMENT** *(T. Preusker)*

Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.



CITY OF BURLINGTON

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Common Council Agenda Item Number: 5	Date: February 4, 2014
Submitted By: Diahnn Halbach, City Clerk	Subject: Meeting Minutes

Details:

Attached please find the Minutes from the January 21, 2014 Common Council meeting. Staff recommends approval of these Minutes.

Options & Alternatives:

N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Common Council approve these Minutes at the February 4, 2014 Common Council meeting.



CITY OF BURLINGTON
Official Minutes of the Common Council
Robert Miller, Mayor
Diahnn C. Halbach, City Clerk
January 21, 2014

1. Call To Order – Roll Call

Mayor Robert Miller called the meeting to order at 6:30 p.m. starting with roll call. Aldermen present: Bob Prailes, Peter Hintz, Ruth Dawidziak, Tom Vos, Tom Preusker, Jon Schultz, and Todd Bauman. Excused: Ed Johnson. Student representatives present: Joe Nguyen. Student representatives excused: Sam Joski.

Also present: City Administrator Kevin Lahner, City Attorney John Bjelajac, Police Chief Peter Nimmer, Fire Chief Perry Howard, Public Works Director Craig Workman, Treasurer Steve DeQuaker, Director of Administrative Services Megan Watkins, Library Director Gayle Falk, and Tom Foht of Kapur & Associates.

2. Pledge of Allegiance

3. Citizen Comments

There were none.

4. Chamber of Commerce

There were no reports.

5. Approval of the City Council Minutes for December 17, 2013

A motion was made by Bauman with a second by Preusker to approve the Council Minutes from December 17, 2013. With all in favor, the motion carried.

6. Letters and Communications

There were none.

7. Reports by Aldermanic Representatives and Department Heads

Peter Hintz thanked the Department of Public Works for the snow and ice removal efforts and said they've done a great job considering some of the obstacles they've had to deal with.

Tom Vos mentioned a sinking pot hole he spotted near BJ Wentkers. Vos also mentioned he received a call regarding the snow piles by the Kiwanis Club near the baseball diamonds.

Craig Workman reported that salt supplies were extremely low and DPW will need to go into conservation mode. Workman said that main roads would continue to be maintained, but side roads will seek less attention and have more snow cover on them than usual.

8. Reports 1-4

A motion to approve Reports 1-4 was made by Prailes with a second by Hintz. With all in favor the motion carried.

9. Payment of Vouchers

A motion was made by Hintz with a second by Vos to approve vouchers, pre-pays and reimbursements in the amount of \$4,866,247.60.

Vos inquired as to the expiration of Advanced Disposal's current contract. Lahner replied that it is due to expire at the end of the year and the City is accepting bids for new contracts.

Roll Call Aye: Prailes, Hintz, Dawidziak, Vos, Schultz, Preusker, and Bauman. Nay: None. Motion carried 7-0.

10. Licenses and Permits

A motion was made by Dawidziak with a second by to approve the submitted requests for licenses and permits as presented. With all in favor, the motion carried.

11. Appointments and Nominations

A motion was made by Vos with a second by Hintz to approve the submitted requests for appointments to the following positions:

- Joel Weis to be reappointed to the Board of Zoning Appeals, term expiring 1/1/2017.
- 2014 Election Poll Workers.

Alderman Tom Preusker's name was included on the list and abstained from voting.

With all in favor, the motion carried.

12. Public Hearings

There were none.

13. Resolutions

- **Resolution 4649(39) to approve Task Order Number Ninety-Three with Kapur & Associates for the 2014 Street and Sidewalk Program in the amount of \$78,985.**

A request for a second reading and a motion to approve was made by Schultz with a second by Preusker.

Roll Call Aye: Prailes, Hintz, Dawidziak, Vos, Schultz, Preusker, and Bauman. Nay: None. Motion carried 7-0.

14. Ordinances

- **Ordinance 1975(9) to amend Section 17-1(I) of the Municipal Code to raise court costs by all persons and provided penalties for violations.**

A request for a second reading and a motion to approve was made by Preusker with a second by Schultz.

Roll Call Aye: Prailes, Hintz, Dawidziak, Vos, Schultz, Preusker, and Bauman. Nay: None. Motion carried 7-0

15. Motions

There were none.

16. Adjourn

A motion was made by Bauman with a second by Schultz to adjourn the meeting. With all in favor, the meeting adjourned at 7:50 p.m.

Meeting Minutes Respectfully Submitted by:



Diahnn C. Halbach

City Clerk

City of Burlington

Racine and Walworth Counties



CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
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Common Council Agenda Item Number: 8	Date: February 4, 2014
Submitted By: City Staff	Subject: Reports 1-3

Details:

Attached please find the following reports:

- Report 1 – Park Board minutes, November 21, 2013
- Report 2 – Burlington Housing Authority minutes, December 19, 2013
- Report 3 – Committee of the Whole minutes, January 21, 2104

Options & Alternatives:

N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Common Council accept these Reports at the February 4, 2014 Common Council meeting.



Department of Public Works

Street & Park and Water Departments
2200 S. Pine Street, Burlington, WI 53105
(262) 539-3770 (262) 539-3773
www.burlington-wi.gov

**CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, NOVEMBER 21, 2013, 6:30 P.M.
2200 S. Pine Street, Burlington, WI 53105**

Chairman Darrel Eisenhardt, Commissioners Jennifer Amborn, Clay Brandt, Ruth DeLay, Jeff Schopp, Peter Turke, Alderman Bob Prailes, DPW Supervisor Dan Jensen, P.E.

Chairman Darrel Eisenhardt called the meeting to order at 6:30 P.M.

Roll Call: Present: Commissioners Jennifer Amborn, Ruth DeLay, Peter Turke, Alderman Bob Prailes, DPW Supervisor Dan Jensen and Chairman Darrell Eisenhardt. Excused: Commissioners Clay Brandt and Jeff Schopp.

Approval October 17, 2013 Minutes: Chairman Eisenhardt entertained a motion for approval of the October 17, 2013 Minutes. Motion to approve made by Commissioner Turke. Seconded by Commissioner Amborn. All voted aye, motion carried.

Citizens Comments: None

Aldermanic Report, Bob Prailes: Alderman Bob Prailes reported the City Council would be budgeting \$25,000 in 2014 for Park Board Funds.

He also reported that Kiwanis had repaid the last \$5000.00 that was owed to the City.

The Kiwanis also would to install a scoreboard that could be used for baseball and (as a timer) for soccer. He will be discussing this with the Park Board later on during the winter months.

The memorial to Jim Wanasek, previously approved by the Park Board for Bushnell Park, will be proceeding and is scheduled for completion by October 2014.

DPW Supervisor Report, Dan Jensen: Presented the Five Year Emerald Ash Borer Implementation Plan he will be presenting to the City Council. Mr. Jensen stated that trees 5" and below in diameter could be treated with Emamection benzoate (TREE-age) by injecting the chemical into the affected tree for a period of two years.

Wachtel Tree Service completed the tree inventory for the City and there were 821 total ash trees identified on City property and within the right-of-ways. 665 are located in the street right-of-way and 156 are located in parks and other public properties. The ash trees make up 18.4% of the public tree species; 19.6% of street trees and 14.5% of park/public property trees.

Trees on private property were not inventoried and would be the homeowner's responsibility, which is why Mr. Jensen stated it would be important to educate the general public.

The Park Board was in agreement that some type of awareness program for the general public should be implemented. Alderman Prailes suggested tying ribbons around every ash tree that is on City property, to bring awareness to the number of trees that are affected, and to push start residents questioning why the ribbons are there.

Alderman Prailes also suggested that possibly homeowner's would be willing to pick up part of the cost of treating the right-of-way tree if it is located in the front of their property. This is something Dan Jensen, DPW Supervisor stated would have to be looked into further.

Alderman Prailes stated he would like to see as many trees as possible saved. The Park Board was in agreement. Mr. Jensen, DPW Supervisor will report back to the Park Board once he has approval from the Council.

Mr. Jensen also reported the fence at Congress field has been completed by Kresken fence. He will advise the Park Board when the invoice has been received.

New Business:

Wehmhoff-Jucker Restroom Upgrade Costs: Dan Jensen, DPW Supervisor distributed the proposal from Stelling & Associates Architects, Ltd., prepared by John Sucharski for updating the restrooms at Wehmhoff Jucker Park. The request was to make the restrooms ADA accessible and provide a new exterior finish. The proposal to provide the drawings was for \$3500.00, plus reimbursable costs, as outlined in the proposal.

Alderman Prailes stated that although the cost to have everything done at one time (restroom, pavilion and improved trails through the Grant Trail Grant funding) was not affordable, that he would at least like to see what the total proposed costs would be for drawing up the plans to also design a new pavilion. This would allow the Park Board to know approximately the cost to do the whole project.

After much discussion, Chairman Eisenhardt asked if there was going to be a motion. Alderman Prailes made a motion to approve adding an additional \$3000.00 for the building design only for a new pavilion, in the same location, at Wehmhoff-Jucker Park, with a not to exceed total amount of \$6500.00 for both the restroom remodeling and pavilion design to Stelling & Associated Architects, Ltd. Seconded by Commissioner Turke. All voted aye, motion carried.

Angela Stahl, New Dog Park President (Carolyn Robbins resigned): Angela Stahl was not present. She had sent an email to Deb Rintamaki, DPW Adm. Assistant, that she was unable to attend. However, Karlie Thate, Eileen McNaney, Garreth Langley and Theresa Palen were present to express their concerns regarding the Dog Park.

They were not aware who was in charge of the Dog Park, and came to the Park Board meeting to find out what steps were necessary to become involved with the Dog Park Committee. They stated they had ideas for fund raising, and were concerned that nothing had been done in quite a while at the Dog Park to raise funds.

They were provided names they should contact and a copy of the memorandum of understanding between the City of Burlington and the Dog Park Committee. The Park Board members asked them to read the documents and to contact the Dog Park Board Members to find out when and where their meetings were held. The Park Board thanked them for attending, and if they needed any additional information they should attend the Park Board meeting in January or contact Dan Jensen, DPW Supervisor.

Old Business:

Grant Application Update: Dan Jensen, DPW Supervisor distributed the proposal from SAA Design Group's proposal for design, engineering and construction document preparation for the Trailhead Facilities Grant at Wehmhoff-Jucker Park. Total Cost \$13,944. The Park Board discussed this in addition to getting costs for the whole project idea, which include additional costs for the pavilion from Stelling and Associates, Architects before proceeding with SAA Design Groups scope of the Trailhead Facilities Grant. This was not approved until all costs from Stelling and Associates are received. Dan Jensen, DPW Supervisor will contact Blake Thiesen and advise him there will be a delay in approval. Mr. Jensen will also inquire about costs associated with raising the elevation up to the pavilion.

Other Items: The December meeting will be cancelled. The next regular Park Board meeting will be on Thursday, January 16, 2014 at 6:30 P.M. at the Department of Public Works building located at 2200 S. Pine Street, Burlington, WI 53105.

There being no further items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion to adjourn made by Alderman Prailes. Seconded by Commissioner Turke. All voted aye, and Chairman Eisenhardt adjourned the meeting at 8:10 P.M.

Minutes respectfully submitted by:



Deb Rintamaki
Department of Public Works

**City of Burlington Housing Authority
Riverview Manor
December 19, 2013**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, December 19th, 2013 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stublely, Secretary Heck, Commissioner Iselin, Commissioner Stoehr and Manager, Eileen Olson was also present

Minutes from the special meeting on November 18th and the regular meeting on November 20th. Was approved with a motion by Stublely, seconded by Stoehr, motion carried unanimously

FINANCIAL REPORT:

Reserve Account balances as of November 30, 2013
(See statement balance sheet)

The board approved the withdrawal of the balance in the reserve account at Talmer Bank and will be deposited to the existing reserve account at BMO Harris Bank.

OCCUPANCY REPORT:

Manager Olson reported 24 on the waiting list for 1 bedroom units and 7 for 2 bedroom units.

BUILDING AND MAINTENANCE:

A motion was made by Heck, seconded by Iselin to accept the bid from Tyco Security in the amount of \$2,943.93 for 4 additional cameras to be installed at RVM.

Manager Olson informed the board members that the new handicap signs for the parking lot are installed.

Arbor Images has completed the tree trimming at RVM. Complete Tree Service will complete their trimming in the near future..

The new furnace motor that was previously approved has been ordered from H. J.Faust.

The A.O. Smith water heater in Phase I is leaking and is 3 months out of warranty. Manager Olson contacted A. O. Smith regarding the situation and is waiting for a reply regarding the length of time out of warranty to see if they will offer any reduction in cost of a replacement before proceeding with the purchase of a new one. Solofra Plumbing quoted a new Rheem unit at a cost of \$6,675.00.

COMMUNICATION

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

Pat Romenesko reviewed the 2012-2013 audit with board members and informed the board of a few changes that may be made due to a peer audit received. He wants to further discuss the items with the audit group before making any changes.

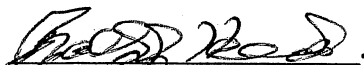
Riverview Manor received notification that an extension of 90 days was required regarding the M.P.R. Program. The extension was signed and returned promptly.

NEW BUSINESS

UNFINISHED BUSINESS

ADJOURNMENT

There being no further business, motion to adjourn was made by Stoeher, seconded by Iselin and carried unanimously. Meeting adjourned at 7:00 P.M. The next monthly meeting has been tentatively scheduled for January 16th, 2014



Ralph Heck, Secretary



CITY OF BURLINGTON

Finance Department

300 N. Pine Street, Burlington, WI 53105
Phone: (262) 342-1170 Fax: (262) 342-1178
www.burlington-wi.gov

Common Council Agenda Item Number: 9	Date: February 4, 2014
Submitted By: Steve DeQuaker, Treasurer 	Subject: Prepaids and Vouchers

Details:

Attached please find the Prepaids and Vouchers list for bills accrued through February 4, 2014:

Total Prepaids:	\$154,736.67
Total Vouchers:	\$115,663.75
Reimbursements:	\$1,221.47
 Grand Total:	 <u>\$271,621.89</u>

Options & Alternatives: Approve expenditures as presented or alter purchasing procedures.

Financial Remarks: 5 Largest Disbursements on Prepaids and Vouchers

1. Advanced Disposal Services – Monthly Charge for Trash and Recycle \$44,193.84
2. Burlington Chamber of Commerce – 70% of Room Tax Collections \$36,280.65
3. Kapur & Associates, Inc. - Phase II WWTF Upgrade and Improvements \$24,744.20
4. Racine County Economic Development Corp. – First Quarter 2014 \$10,300.00
5. North American Salt Co. – Treated Salt \$9,923.63

Executive Action:

Staff recommends that the Common Council accept these Prepaids and Vouchers in the amount of \$271,621.89 at the February 4, 2014 Common Council meeting.

For Council Approval February 4, 2013

Prepays:	01/17/14	110,734.49
	01/24/14	44,002.18

Total Prepays		<hr/> 154,736.67
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Vouchers:	02/04/14	115,663.75
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Reimbursements:	01/24/14	1,221.47
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GRAND TOTAL		<hr/> 271,621.89 <hr/>
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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-239007	LIFE INSURANCE							
4062	MINNESOTA LIFE INSURANCE CO	MINNESOTA MUTUAL FEBRUARY	FEB2014	01/10/2014	1,825.88	01/14	PD	
100-444412-000	PARKING VIOLATIONS							
5748	KOPP, JEFFREY K	REFUND PARKING TICKETS #81438	011314	12/20/2013	40.00	01/14	PD	
100-454521-001	BOND FEES							
1472	MONROE CLERK OF COURTS	Bond: Anderson, Dana; Case: 2013-136	ANDERSON	01/10/2014	500.00	01/14	PD	
2485	RACINE COUNTY CLERK OF COURTS	Bond - Martinez-Lopez, Octavio Case: 1	MARTINEZ-LOPEZ	01/13/2014	1,035.00	01/14	PD	
7366	RACINE CO T & M COURT	Baumeister, Joshua; Case 14-277	BAUMEISTER	01/10/2014	500.00	01/14	PD	
7366	RACINE CO T & M COURT	Kevin G. Kuhl; Case: 13-15218	KUHL	01/10/2014	250.00	01/14	PD	
8630	Village of Waterford	Bond: Hartlage, Samantha; Case: 14-20	HARTLAGE	01/14/2014	149.00	01/14	PD	
					2,434.00	*		
Total 100-454521					2,434.00			
100-515121-294	MUNI COURT - JAIL COSTS							
2510	RACINE CO SHERIFF DEPT.	RA CO SHERIFFS DEPT 4th QUARTER	701	01/09/2014	30.00	12/13	PD	
Total MUNICIPAL COURT					30.00			
100-515131-390	MAYOR-SUPLIES-OTHER EXPENSES							
1473	MINNESOTA DEER HUNTERS	MICHAEL LAHNER MEMORIAL DONA	011014	01/10/2014	100.00	01/14	PD	
Total MAYOR					100.00			
100-515132-225	ADMIN - TELEPHONE							
7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE ADMIN	829440291-12/13	01/04/2014	120.94	12/13	PD	
7343	AT & T	AT & T 262 763-3474 163 6 ADMIN	26276334740114	01/04/2014	18.73	01/14	PD	
					139.67	*		
100-515132-298	ADMIN - CONTRACT SERVICES							
7044	E-vergent.com, LLC	BUS WIRELESS MONTHLY ACCT 161	1610-43	01/07/2014	300.00	01/14	PD	
Total ADMINISTRATOR					439.67			
100-515141-225	FINANCE - TELEPHONE							
7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE FINANCE	829440291-12/13	01/04/2014	109.80	12/13	PD	
7343	AT & T	AT & T 262 763-3474 163 6 Finance	26276334740114	01/04/2014	18.73	01/14	PD	
					128.53	*		
Total FINANCE					128.53			
100-525211-220	POLICE - UTILITY SERVICES							
3330	WE ENERGIES	1461-190-073 Gas 224 E Jefferson St	14611900731213	12/22/2013	1,395.22	12/13	PD	
3330	WE ENERGIES	5843-681-877 224 E Jefferson Electric	58436818771213	12/21/2013	1,838.47	12/13	PD	
					3,233.69	*		
100-525211-225	POLICE - TELEPHONE							
7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE POLICE	829440291-12/13	01/04/2014	251.67	12/13	PD	
7343	AT & T	AT & T 262 763-3474 163 6 POLICE	26276334740114	01/04/2014	93.61	01/14	PD	

prepaid
01-17-2014

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
						345.28	*	
		Total POLICE DEPT.				3,578.97		
100-525220-225	FIRE - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE FIRE	829440291-12/13	01/04/2014	112.27	12/13	PD
	7343	AT & T	AT & T 262 763-3474 163 6 FIRE	26276334740114	01/04/2014	74.90	01/14	PD
						187.17	*	
		Total FIRE DEPT.				187.17		
100-535321-220	STREETS - UTILITIES							
	3330	WE ENERGIES	4067-122-145 PARKING LOT	40671221451213	01/09/2014	46.76	12/13	PD
100-535321-225	STREETS - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE DPW	829440291-12/13	01/04/2014	18.94	12/13	PD
	7343	AT & T	AT & T 262 763-3474 163 6 DPW	26276334740114	01/04/2014	37.45	01/14	PD
						56.39	*	
		Total STREET ADMINISTRATION				103.15		
100-555551-220	PARKS - UTILITIES							
	3330	WE ENERGIES	3406-030-405 732 Maryland Ave	34060304050114	01/09/2014	39.46	12/13	PD
	3330	WE ENERGIES	3832-053-838 225 Robert St	38320538381213	01/06/2014	10.96	12/13	PD
	3330	WE ENERGIES	4278-074-627 Baseball Scoreboard	42780746270114	01/09/2014	39.17	12/13	PD
	3330	WE ENERGIES	4447-370-241 Pavillion	44473702410114	01/09/2014	10.82	12/13	PD
						100.41	*	
		Total PARKS				100.41		
100-565639-399	ECONOMIC DEVELOPMENT							
	4048	BURLINGTON AREA CHAMBER OF	ROOM TAX COLLECTION	2013 ROOM TAX	01/10/2014	36,280.65	01/14	PD
		Total ECONOMIC DEVELOPMENT				36,280.65		
100-575710-297	GARBAGE- CONTRACT SVCS-RECYC							
	5917	Advanced Disposal Services	Advanced Disposal Recycle	C60001143596	12/31/2013	12,497.08	12/13	PD
	5917	Advanced Disposal Services	RIVERVIEW MANOR RECYCLE	C60001143606	12/31/2013	76.85	12/13	PD
						12,573.93	*	
100-575710-298	GARBAGE - CONTRACT SVCS PICKUP							
	5917	Advanced Disposal Services	Advanced Disposal VFW Hall - Echo Pa	C60001143596	12/31/2013	134.87	12/13	PD
	5917	Advanced Disposal Services	Advanced Disposal Trash	C60001143596	12/31/2013	29,658.81	12/13	PD
	5917	Advanced Disposal Services	Advanced Disposal Fuel Charge	C60001143596	12/31/2013	1,903.08	12/13	PD
	5917	Advanced Disposal Services	RIVERVIEW MANOR TRASH	C60001143606	12/31/2013	210.53	12/13	PD
						31,907.29	*	
		Total GARBAGE COLLECTION				44,481.22		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
Total GENERAL FUND						89,729.65		
501-514900-001	HEALTHY EMPLOYEE PARTNERSHIP							
1058	Aurora QuickCare		Aurora QuickCare Flu Vouchers	34381213J	12/31/2013	125.00	12/13	PD
Total ADMINISTRATIVE						125.00		
Total SELF INSURANCE FUND						125.00		
621-575740-249	LABORATORY							
8332	COMDATA		Roundy's WWTP Account RH230	121711	12/17/2013	171.36	12/13	PD
621-575740-353	REPAIR & MAINT LIFT STATIONS							
1088	RUNDLE-SPENCE		Rundle-Spence - fittings	S2224461.001	01/03/2014	250.29	01/14	PD
Total WASTEWATER FUND EXPENSES						421.65		
Total WASTEWATER OPERATIONS FUND						421.65		
622-509210-000	OFFICE SUPPLY							
7094	AT & T LONG DISTANCE		AT & T LONG DISTANCE WATER	829440291-12/13	01/04/2014	15.69	12/13	PD
7343	AT & T		AT & T 262 763-3474 163 6 WATER	26276334740114	01/04/2014	37.46	01/14	PD
						53.15	*	
Total 622-509210						53.15		
Total WATER UTILITY FUND						53.15		
623-575740-225	TELEPHONE							
7094	AT & T LONG DISTANCE		AT & T LONG DISTANCE AIRPORT	829440291-12/13	01/04/2014	15.69	12/13	PD
7343	AT & T		AT & T 262 763-3474 163 6 Airport	26276334740114	01/04/2014	56.18	01/14	PD
						71.87	*	
Total 623-575740						71.87		
Total AIRPORT FUND						71.87		
864-212001	REFUNDS PAYABLE							
1267	WENZEL, JESSICA & JAMES		WENZEL PROPERTY TAX REFUND	0038581	01/06/2014	402.17	01/14	PD
1523	DOUGLAS D THOMAS PROPERTIES		031928200000 TAX REFUND	0036664	12/31/2013	117.36	12/13	PD
1525	HAINSTOCK, JONATHAN & GRACE		031931070100 TAX REFUND	0037339	12/31/2013	526.00	12/13	PD
1526	LARSON, MARK D		031932170020 TAX REFUND	0038154	12/28/2013	2,714.86	12/13	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
1527	ROANHOUSE, STEVEN & LISA		031922019042 TAX REFUND	0036515	12/31/2013	601.59	12/13	PD
1528	SMITH, STEVEN A		031931037000 TAX REFUND	0037233	12/28/2013	254.06	12/13	PD
4691	SMITH, JOSEPH E & DARLENE M		SMITH PROPERTY TAX REFUND	0036179	01/06/2014	359.98	01/14	PD
4783	GORMAN, TIMOTHY J & DEBRA L		TAX REFUND 031932500500	0038819	12/30/2013	64.08	12/13	PD
4883	NIETFELDT, ROBERT A & FRANCES		NIETFELDT TAX REFUND	0037057	12/31/2013	173.75	12/13	PD
4917	WAGNER, MICHAEL & ELIZABETH		031929084234 TAX REFUND	0036837	12/30/2013	180.32	12/13	PD
6024	MIELKE, TIMOTHY M & NICOLE J		MIELKE - PROPERTY TAX REFUND	0039635	12/31/2013	126.58	12/13	PD
6059	MYSZKEWICZ, JOSEPH & TERRI		031932580240 TAX REFUND	0039118	12/30/2013	160.04	12/13	PD
6077	CLAPP, DENNIS & THERESA		CLAPP TAX REFUND	0037908	12/31/2013	38.16	12/13	PD
6078	LYNCH, TIMOTHY		TAX REFUND 031933230140	0039484	01/03/2014	711.31	01/14	PD
6090	ALDERMAN, WADE & JOY		PROPERTY TAX REFUND	0039615	12/27/2013	426.55	12/13	PD
6964	HALLINGSTAD, DEREK & ALMA		TAX REFUND 031932500270	0038796	12/31/2013	3,292.09	12/13	PD
7842	SWEENEY, ROBERT & CONNIE		SWEENEY PROPERTY TAX REFUND	0036677	01/07/2014	317.24	01/14	PD
7847	RAMLOW, JEFFREY & LISA		031932230000 TAX REFUND	0038189	01/03/2014	277.85	01/14	PD
7876	NEWBURY, PAUL &		031930048000 TAX REFUND	0037118	12/30/2013	83.42	12/13	PD
7884	LOIS, PHILLIP &		TAX REFUND 031932490010	0038760	12/31/2013	121.39	12/13	PD
7986	SCHWOCHERT, MICHAEL & SARAH		SCHWOCHERT TAX REFUND	0036745	01/07/2014	121.39	01/14	PD
8015	RICHTER, DOREEN M		RICHTER TAX REFUND	0036231	12/31/2013	58.72	12/13	PD
8025	MORAN, CAMERON		031932680150 TAX REFUND	0039311	12/31/2013	25.36	12/13	PD
8256	SMITH, JAMES & HEATHER		SMITH PROPERTY TAX REFUND	0038261	12/31/2013	282.34	12/13	PD
8257	VOS, KRISTIN M		VOS PROPERTY TAX REFUND	0037629	12/28/2013	3,878.34	12/13	PD
8266	BAC TAX SERVICE CORP		parcel 206 031933240180 tax refund	0039508	12/31/2013	4,153.90	12/13	PD
8462	PHILLIPS, PAUL & AMY		031932330030 TAX REFUND	0038329	12/31/2013	36.09	12/13	PD
8479	WIEMER, CRAIG E		WIEMER PROPERTY TAX REFUND	0036260	01/03/2014	89.89	01/14	PD
8657	MEIER, BRIAN & REGINA		TAX REFUND 031929084358	0036897	12/31/2013	738.34	12/13	PD

20,333.17 *

Total TAX ROLL FUND

20,333.17

Grand Total:

110,734.49

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-454521-001	BOND FEES							
	2930 TOWN OF BURLINGTON PD		Arik Erickson, case: 13-4923,13-4924,13-	ERICKSON	01/22/2014	343.00	01/14	PD
	7515 EAST TROY POLICE DEPT		Bond for Ashley Stigler; case 13-1990C	STIGLER	01/16/2014	88.80	01/14	PD
						431.80	*	
Total 100-454521						431.80		
100-515121-310	MUNI COURT - OFFICE SUPPLIES							
	8734 BMO HARRIS BANK N.A.		walmart - split	4292 01/14	01/15/2014	2.13	12/13	PD
Total MUNICIPAL COURT						2.13		
100-515132-246	ADMIN REPAIR,MAINT OFF.EQUIP							
	8748 BMO HARRIS BANK N.A.		Rakuten - Epson PowerLite LCD Project	4276 01/14	01/15/2014	239.62	12/13	PD
100-515132-310	ADMIN - OFF SUPP-POSTAGE							
	8734 BMO HARRIS BANK N.A.		walmart - split	4292 01/14	01/15/2014	24.76	12/13	PD
	8748 BMO HARRIS BANK N.A.		CTC Constant Contact	4276 01/14	01/15/2014	5.00	01/14	PD
	8748 BMO HARRIS BANK N.A.		Amazon - Fitness Challenge	4276 01/14	01/15/2014	54.35	01/14	PD
	8748 BMO HARRIS BANK N.A.		Daily Endorphin	4276 01/14	01/15/2014	90.00	01/14	PD
						174.11	*	
100-515132-330	ADMIN - INSVC TRAINING & TRAV							
	3115 WI CITY/CO MANAGEMENT ASSOC.		2014 Winter Professional Development	030514	01/22/2014	150.00	01/14	PD
	8744 BMO HARRIS BANK N.A.		Paypal - Ehlers 2014 Seminar	2547 01/14	01/15/2014	200.00	01/14	PD
						350.00	*	
100-515132-399	ADMIN - SUNDRY EXPENSES							
	8741 BMO HARRIS BANK N.A.		Napoli Restaurant	3100 01/14	01/15/2014	79.16	12/13	PD
Total ADMINISTRATOR						842.89		
100-515140-310	CLERK - OFFICE SUPPLIES							
	8734 BMO HARRIS BANK N.A.		walmart - split	4292 01/14	01/15/2014	8.54	12/13	PD
Total CITY CLERK						8.54		
100-515141-246	FINANCE, REPAIR,MAINT OFF EQUI							
	8748 BMO HARRIS BANK N.A.		Rakuten - Epson PowerLite LCD Project	4276 01/14	01/15/2014	239.61	12/13	PD
100-515141-310	FINANCE - OFFICE SUPP/POSTAGE							
	8734 BMO HARRIS BANK N.A.		walmart - split	4292 01/14	01/15/2014	7.26	12/13	PD
100-515141-330	FINANCE - TRAVEL							
	8754 BMO HARRIS BANK N.A.		Kalahari Resort	4238 01/14	01/15/2014	124.87	01/14	PD
Total FINANCE						371.74		
100-525211-244	POLICE - REPAIR & MAINTENANCE							
	8747 BMO HARRIS BANK N.A.		Premier Supplies - chalk holder	0846 01/14	01/15/2014	9.60	12/13	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-525211-310	POLICE - OFF SUPP-POSTAGE							
8734	BMO HARRIS BANK N.A.	walmart	4292 01/14	01/15/2014	23.34	12/13	PD	
8734	BMO HARRIS BANK N.A.	walmart	4292 01/14	01/15/2014	5.55	12/13	PD	
8746	BMO HARRIS BANK N.A.	Amazon: USB	4250 01/14	01/15/2014	39.90	01/14	PD	
8746	BMO HARRIS BANK N.A.	Amazon-Brother Compact Laser Printer	4250 01/14	01/15/2014	105.09	12/13	PD	
8746	BMO HARRIS BANK N.A.	Amazon: external hard drive	4250 01/14	01/15/2014	78.81	01/14	PD	
8747	BMO HARRIS BANK N.A.	office max	0846 01/14	01/15/2014	34.79	12/13	PD	
					287.48	*		
100-525211-311	POLICE - COMP SOFTWARE MAINT							
8746	BMO HARRIS BANK N.A.	Command K-9: Records Management &	4250 01/14	01/15/2014	158.75	12/13	PD	
8746	BMO HARRIS BANK N.A.	Paypal: Membership dues	4250 01/14	01/15/2014	100.00	01/14	PD	
					258.75	*		
100-525211-330	POLICE - TRAVEL							
8743	BMO HARRIS BANK N.A.	Paypal: WI Police LEA	1490 01/14	01/15/2014	790.00	01/14	PD	
8743	BMO HARRIS BANK N.A.	Kalahari Resort	1490 01/14	01/15/2014	499.00	01/14	PD	
8746	BMO HARRIS BANK N.A.	John E Reid & Assoc	4250 01/14	01/15/2014	550.00	12/13	PD	
					1,839.00	*		
100-525211-381	POLICE - INVESTIGATIONS							
8746	BMO HARRIS BANK N.A.	A-T Solutions	4250 01/14	01/15/2014	1,194.00	12/13	PD	
	Total POLICE DEPT.				3,588.83			
100-525220-157	FIRE - INSERVICE TRAINING							
1189	FALLON, DANIEL	National Registry Test EMT	011614	01/16/2014	70.00	01/14	PD	
100-525220-242	FIRE - REPAIR & MAINT VEHICLES							
8735	BMO HARRIS BANK N.A.	Reflective Circles	9205 01/14	01/15/2014	608.00	01/14	PD	
	Total FIRE DEPT.				678.00			
100-525231-310	BLDG INSP - OPERATING SUPPLIES							
8751	BMO HARRIS BANK N.A.	Amazon - Camera	6732 01/14	01/15/2014	78.77	12/13	PD	
8751	BMO HARRIS BANK N.A.	Wi Dept Adm Docmt - Bldg Permit Seals	6732 01/14	01/15/2014	305.50	01/14	PD	
					384.27	*		
100-525231-372	BLDG INSP - AUTO EXPENSE							
8751	BMO HARRIS BANK N.A.	Lynch GM - car wash	6732 01/14	01/15/2014	5.00	01/14	PD	
	Total BUILDING INSP.				389.27			
100-535321-220	STREETS - UTILITIES							
3330	WE ENERGIES	0688-843-174 830 Milw Ave	0688843174 JAN14	01/12/2014	438.19	01/14	PD	
100-535321-225	STREETS - TELEPHONE							
4485	TDS TELECOM	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 01/14	01/19/2014	76.40	01/14	PD	
100-535321-242	STREETS - REP MAINT VEHICLES							
8742	BMO HARRIS BANK N.A.	Glass Doctor -Windshield Unit 51	0447 01/14	01/15/2014	273.56	12/13	PD	
100-535321-246	STREETS - REP MAINT OFFICE EQ							
8741	BMO HARRIS BANK N.A.	DLT Solutions - Autodesk AutoCAD Map	3100 01/14	01/15/2014	226.42	01/14	PD	
100-535321-261	STREETS - LIGHTING							

3330	WE ENERGIES	0088-492-988 Traffic Signal	1088492988 DEC13	01/09/2014	134.32	12/13	PD
3330	WE ENERGIES	2019-198-266 TRAFFIC LIGHTS	2019198266JAN14	01/12/2014	82.17	01/14	PD
3330	WE ENERGIES	3277-994-067 Traffic Signal Controller	32779940671213	01/09/2014	116.11	12/13	PD
3330	WE ENERGIES	5639-265-567 650 Milwaukee Ave	56392655671213	01/09/2014	505.79	12/13	PD
3330	WE ENERGIES	6438-309-692 Traffic Signal	6438309692JAN14	01/13/2014	150.22	01/14	PD
3330	WE ENERGIES	6838-102-431 Traffic Signal	6838102431DEC13	01/12/2014	363.06	12/13	PD
					1,351.67	*	
100-535321-310	STREETS - OFF SUPP/POSTAGE						
8696	CANON SOLUTIONS AMERICA, INC	Copier - DPW Serial FRU34827	4011791811	01/07/2014	6.54	01/14	PD
8755	BMO HARRIS BANK N.A.	Burlington Post Office	9315 01/14	01/15/2014	8.09	01/14	PD
					14.63	*	
100-535321-350	STREETS - REP MAINT SUPPLIES						
8755	BMO HARRIS BANK N.A.	Advanced Auto Parts	9315 01/14	01/15/2014	39.93	01/14	PD
Total STREET ADMINISTRATION					2,420.80		
100-555551-220	PARKS - UTILITIES						
3330	WE ENERGIES	0235-568-359 Concession Bldg	02355683591213	01/09/2013	158.78	12/13	PD
3330	WE ENERGIES	1486-453-053 Storage Garage	14864530531213	01/10/2014	36.81	12/13	PD
3330	WE ENERGIES	2625-548-774 Restrooms at Ballpark	2625548774DEC13	01/09/2013	40.02	12/13	PD
3330	WE ENERGIES	2672-334-997 Cabinet Parking Lot	2672334997DEC13	01/09/2014	166.50	12/13	PD
3330	WE ENERGIES	4484-977-713 Riverside Park	44849777131213	01/09/2014	127.45	12/13	PD
3330	WE ENERGIES	5200-062-983 517 Congress St	52000629831213	01/09/2014	20.50	12/13	PD
3330	WE ENERGIES	5276-292-324 Lighting for bike path	52762923241213	01/09/2014	55.12	12/13	PD
3330	WE ENERGIES	7060-825-262 712 Maryland Ave	70608252621213	01/09/2014	20.50	12/13	PD
					625.68	*	
100-555551-225	PARKS - TELEPHONE						
4485	TDS TELECOM	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 01/14	01/19/2014	38.19	01/14	PD
100-555551-310	PARKS - OFFICE SUPP, POSTAGE						
8696	CANON SOLUTIONS AMERICA, INC	Copier - DPW Serial FRU34827	4011791811	01/07/2014	3.27	01/14	PD
Total PARKS					667.14		
Total GENERAL FUND					9,401.14		
251-555511-225	TELEPHONE						
8737	BMO HARRIS BANK N.A.	Google - on going	0568 01/14	01/15/2014	53.49	01/14	PD
251-555511-247	REPAIR, MAINTENANCE BUILDING						
8734	BMO HARRIS BANK N.A.	walmart	4292 01/14	01/15/2014	16.41	12/13	PD
251-555511-310	OFFICE SUPPLIES, POSTAGE						
8736	BMO HARRIS BANK N.A.	Target	1756 01/14	01/15/2014	128.70	01/14	PD
251-555511-327	MATERIALS						
8736	BMO HARRIS BANK N.A.	Amazon: for Trust Coffeehouse	1756 01/14	01/15/2014	192.70	01/14	PD
8745	BMO HARRIS BANK N.A.	Walmart - DVD's	2596 01/14	01/15/2014	173.08	12/13	PD
					365.78	*	
Total FUND EXPENSES					564.38		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
Total LIBRARY OPERATIONS FUND						564.38		
501-514900-000	ADMINISTRATIVE EXPENSES							
	8222	LABYRINTH HEALTHCARE GROUP	Monthly fee for Advocacy Serv	20004	01/20/2014	156.00	01/14	PD
Total ADMINISTRATIVE						156.00		
Total SELF INSURANCE FUND						156.00		
621-575740-220	WWTP-ELECTRIC							
	3330	WE ENERGIES	7672-906-685 Lift Station 2224 S Milw	672906685 DEC13	01/12/2014	292.88	12/13	PD
	3330	WE ENERGIES	8635-875-051 Krift Av 800 Ft S Industria	635875051 DEC13	01/06/2014	72.57	12/13	PD
						365.45	*	
621-575740-225	TELEPHONE							
	7692	VERIZON WIRELESS	SCADA WWTP Acct # 242013605-000C	9718108151	01/22/2014	12.46	01/14	PD
621-575740-246	REPAIRS,MAINT OFF EQUIPMENT							
	8741	BMO HARRIS BANK N.A.	DLT Solutions - Autodesk AutoCAD Map	3100 01/14	01/15/2014	226.44	01/14	PD
621-575740-248	PLANT OPERATION							
	5917	Advanced Disposal Services	Advanced Disposal Wastewater	C60001143605	12/31/2013	63.54	12/13	PD
621-575740-298	CONTRACT SERVICE							
	5364	DIGICORP	Tadiran IPX Office Telephone System	R75414-R	12/10/2013	9,215.93	12/13	PD
Total WASTEWATER FUND EXPENSES						9,883.82		
Total WASTEWATER OPERATIONS FUND						9,883.82		
622-509210-000	OFFICE SUPPLY							
	4485	TDS TELECOM	TDS DPW 262-539-3770 (SPLIT)	62-539-3770 01/14	01/19/2014	76.40	01/14	PD
	8696	CANON SOLUTIONS AMERICA, INC	Copier - DPW Serial FRU34827	4011791811	01/07/2014	6.54	01/14	PD
	8741	BMO HARRIS BANK N.A.	DLT Solutions - Autodesk AutoCAD Map	3100 01/14	01/15/2014	226.42	01/14	PD
						309.36	*	
Total 622-509210						309.36		
Total WATER UTILITY FUND						309.36		
623-575740-220	ELECTRIC							
	3330	WE ENERGIES	2883-779-344 707 Airport Rd	2883779344DEC13	01/09/2014	90.61	12/13	PD
	3330	WE ENERGIES	3243-871-135 Bieneman Road	3243871135DEC13	01/09/2014	41.57	12/13	PD
	3330	WE ENERGIES	6069-094-440 Airport Runway Lights	3069094440DEC13	01/09/2014	502.28	12/13	PD
	3330	WE ENERGIES	6280-861-972 Runway 29 Lighting	3280861972DEC13	01/09/2014	12.78	12/13	PD
	3330	WE ENERGIES	6831-002-581 FUELING AREA	3831002581DEC13	01/09/2014	97.93	12/13	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
	3330	WE ENERGIES	7460-654-921 707 Airport Rd	7460654921DEC13	01/09/2014	72.72	12/13	PD
	3330	WE ENERGIES	8044-510-981 HANGAR	3044510981DEC13	01/09/2014	548.98	12/13	PD
	3330	WE ENERGIES	8460-785-002 Bieneman Rd Beacon	3460785002DEC13	01/09/2014	43.94	12/13	PD
	3330	WE ENERGIES	8637-669-300 707 Airport Rd Office	3637669300DEC13	01/09/2014	157.74	12/13	PD
						1,568.55	*	
Total 623-575740						1,568.55		
Total AIRPORT FUND						1,568.55		
864-212001 REFUNDS PAYABLE								
	597	ISELIN, DANIEL & KELLY	031932540060 PROPERTY TAX REFU	0038952	01/09/2014	351.24	01/14	PD
	1393	BENTLEY, ANDREW & STACI	031921002380 PROPERTY TAX REFU	0036430	01/13/14	2,896.48	01/14	PD
	1475	SULLIVAN, MICHAEL & CHRISTINE	031921002190 TAX REFUND	0036411	01/17/2014	121.39	01/14	PD
	1529	AUTOMOTIVE RESOURCES	000001210200 TAX REFUND	0035558	01/13/2014	.01	01/14	PD
	1536	CLEAN CARRIAGE	000003120050 TAX REFUND	0035633	01/15/2014	1.00	01/14	PD
	1537	KPM ENTERPRISES, LLS	031932402180 TAX REFUND	0038579	01/13/2014	7,174.00	01/14	PD
	1538	MOONEY, ERIC & KATIE	031931080020 TAX REFUND	0037459	01/08/2014	614.22	01/14	PD
	1539	REBARCHIK, DAVID & RACHEL	031931130160 TAX REFUND	0037517	01/08/2014	87.58	01/14	PD
	1551	TOLLSTAM, BRIAN	031931170000 TAX REFUND	0037709	01/10/2014	774.13	01/14	PD
	4660	KATAROW, LINDA F	KATAROW - TAX REFUND	0039664	01/08/2014	340.01	01/14	PD
	4885	SCHILLER, HAROLD & KATHLEEN	SCHILLER TAX REFUND	0039084	01/20/2014	145.94	01/14	PD
	5120	RESENDIZ, JOSE R	RESENDIZ PROPERTY TAX REFUND	0039019	01/08/2014	172.48	01/14	PD
	5307	MCKILLIP, KEVIN	031932001000 tax refund	0038023	01/13/2014	7,174.00	01/14	PD
	7971	DANIELS, TARA	DANIELS, TAX REFUND	0039135	01/21/2014	186.67	01/14	PD
	7996	LEDUC, DUANE E & MARILYN J	LEDUC TAX REFUND	0036365	01/10/2014	113.99	01/14	PD
	8030	HARTZELL, HENRY & CATHERINE	HARTZELL PROPERTY TAX REFUND	0036842	01/16/2014	343.16	01/14	PD
	8034	THORSEN, RAYMOND SR & PAMELA	THORSEN PROPERTY TAX REFUND	0037582	01/13/2014	272.98	01/14	PD
	8300	MARSHALL, BRIAN	MARSHALL PROPERTY TAX REFUND	0037402	01/14/2014	.87	01/14	PD
	8311	THOMSEN, JEFFREY & KRISTENE	THOMSEN PROPERTY TAX REFUND	0036353	01/16/2014	18.49	01/14	PD
	8323	GEBEL, RONALD & LYNN	Gebel property tax refund	0036212	01/16/2014	99.63	01/14	PD
	8566	PARSONS, BRUCE E	021904100040 property tax refund	0036113	01/16/2014	121.39	01/14	PD
	8692	LEE, JOSHUA & KATE	031921002570 PROPERTY TAX REFU	0036449	01/13/2014	1,129.27	01/14	PD
						22,138.93	*	
Total TAX ROLL FUND						22,138.93		
Grand Total:						44,022.18		

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
100-515121-243	MUNI COURT - SERVICE CONTRACTS						
	1584 JAMES IMAGING SYSTEMS, INC.	Muni Toshiba ES550		519895	01/16/2014	14.93	02/14
100-515121-310	MUNI COURT - OFFICE SUPPLIES						
	1951 MENARDS	Steel End Frame & Steel Racking Beam		42899	01/20/2014	75.82	02/14
Total MUNICIPAL COURT						90.75	
100-515140-324	CLERK - MEMBERSHIP DUES						
	3515 WMCA	WMCA ANNUAL DUES HALBACH		2014DH	01/28/2014	50.00	02/14
Total CITY CLERK						50.00	
100-515141-298	FINANCE - CONTRACT SERVICES						
	2416 JAMES MAUEL	Bank Collection Program Fee - 1st Half		012014	01/20/2014	150.00	02/14
100-515141-310	FINANCE - OFFICE SUPP/POSTAGE						
	4502 LINDENMEYR MUNROE	LINDENMEYR ENVELOPES		92062134 RI	01/28/2014	444.26	02/14
	7712 RACINE COUNTY	Print & Mail tax Bill		13-COB-1	01/17/2014	2,236.97	02/14
						2,681.23	*
100-515141-533	FINANCE - COPY MACHINE RENTAL						
	1584 JAMES IMAGING SYSTEMS, INC.	Fin Toshiba ES550		519895	01/16/2014	44.78	02/14
Total FINANCE						2,876.01	
100-525220-157	FIRE - INSERVICE TRAINING						
	4354 GATEWAY - KENOSHA CAMPUS	Fire Dept Course #503-4720-2B13		18375	01/03/2014	132.91	02/14
100-525220-211	FIRE - PHYSICALS						
	4154 AURORA HEALTH CARE	Acct #600003825 - Strasser, Mark		120923715	12/23/2013	78.00	12/13
	4154 AURORA HEALTH CARE	Acct #600003825 - Bauman, Michael		121039469	12/30/2013	78.00	12/13
	4154 AURORA HEALTH CARE	Acct #600003825 - Berndt, Larry		121202893	01/17/2014	78.00	01/14
						234.00	*
100-525220-244	FIRE - REPAIR MAINT EQUIPMENT						
	350 BATTERY PRODUCTS, INC.	BATTER PRODUCTS FIRE DEPT SUP		47823	01/22/2014	71.56	02/14
100-525220-248	FIRE - REPAIR MAINT BLDGS						
	1951 MENARDS	MENARDS FIRE DEPT SUPPLIES		42587	01/16/2014	52.21	02/14
	1951 MENARDS	Credit		42669	01/17/2014	22.99	02/14
	1951 MENARDS	MENARDS FIRE DEPT SUPPLIES		42992	01/21/2014	164.99	02/14
	1951 MENARDS	MENARDS FIRE DEPT SUPPLIES		43101	01/22/2014	50.71	02/14
	2590 REINEMANS, INC.	Reinemans - Fire Dept		44393	01/17/2014	9.89	02/14
	2590 REINEMANS, INC.	Reinemans - Fire Dept		44749	01/23/2014	2.99	02/14
						257.80	*
100-525220-293	FIRE - FIRE PREVENTION						
	1951 MENARDS	MENARDS FIRE DEPT SUPPLIES		43416	01/26/2014	29.84	02/14
100-525220-298	FIRE - CONTRACT SERVICES						
	117 ALSCO	ALSCO FIRE DEPT SUPPLIES		IMIL773011	01/22/2014	42.36	02/14
	7630 MALEK & ASSOCIATES CONSULTAN	Plan Review for Fox Crossing		5002	01/03/2014	810.00	02/14

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						852.36	*
100-525220-310	FIRE - OFFICE SUPPLIES						
	5906	MINUTEMAN PRESS OF BURLINGTON	Minuteman - Fire Box Call Cards	19081	01/17/2014	45.56	02/14
100-525220-324	FIRE - MEMBERSHIP & DUES						
	5435	WSFCA	WSFCA DUES PERRY HOWARD	2014DUES	01/24/2014	75.00	02/14
Total FIRE DEPT.						1,699.03	
100-525231-298	BLDG INSP - CONTRACT						
	4069	MUNICIPAL SERVICES, LLC	MUNICIPAL SERVICES- INSPECTION	201352	01/15/2014	413.25	12/13
Total BUILDING INSP.						413.25	
100-535321-159	STREETS - CLOTHING ALLOWANCE						
	117	ALSCO	ALSCO DPW - STREETS	IMIL770511	01/15/2014	66.44	02/14
	117	ALSCO	ALSCO DPW - STREETS	IMIL773023	01/22/2014	100.00	02/14
	7174	CLASSIC INDUSTRIAL SUPPLIES	CIS - Street Dept Clothing	18383	01/10/2014	200.00	02/14
						366.44	*
100-535321-234	STREETS - SALT AND SAND						
	3788	NORTH AMERICAN SALT COMPANY	NORTH AMERICA SALT COMPANY DI	71094539	01/10/2014	8,688.08	02/14
	3788	NORTH AMERICAN SALT COMPANY	NORTH AMERICA SALT COMPANY DI	71100627	01/15/2014	9,923.63	02/14
						18,611.71	*
100-535321-242	STREETS - REP MAINT VEHICLES						
	1457	HUMPHREY SERVICE & PARTS, INC.	HUMPHEY SERVICE DPW FITTINGS	11128245	01/20/2014	72.90	02/14
	1457	HUMPHREY SERVICE & PARTS, INC.	sealed beam	1128550	01/21/2014	25.44	02/14
	1457	HUMPHREY SERVICE & PARTS, INC.	HUMPHEY SERVICE DPW PARTS	1128686	01/22/2014	24.30	02/14
	1820	LOIS TIRE SHOP, INC.	LOIS TIRE - Unit 509	339653	01/16/2014	39.99	02/14
	7746	RACINE TRUCK SALES	Racine Truck Sales: Parts	96473R	01/13/2014	498.80	02/14
	7746	RACINE TRUCK SALES	Racine Truck Sales: Parts	96528R	01/14/2014	59.07	02/14
	7746	RACINE TRUCK SALES	Racine Truck Sales: Parts	96859R	01/22/2014	773.75	02/14
						1,494.25	*
100-535321-244	STREETS - REP MAINT EQUIPMENT						
	4434	FORCE AMERICA	Force America - Part	02122891	01/13/2014	622.66	02/14
100-535321-248	STREETS REP & MAINT BLDG						
	117	ALSCO	ALSCO DPW (split)	IMIL770512	01/15/2014	8.46	02/14
	1951	MENARDS	MENARDS STREET DEPT	42114	01/10/2014	45.87	02/14
						54.33	*
100-535321-298	STREETS - CONTRACT SERVICES						
	3070	WANASEK CORPORATION	WANASEK DPW HAUL SNOW	3223	01/14/2014	1,027.00	02/14
	5164	DONERITE JANITORIAL SERV INC.	DONERITE FEBRUARY BILLING (SPLI	2491	01/17/2014	328.00	02/14
						1,355.00	*
100-535321-310	STREETS - OFF SUPP/POSTAGE						
	2590	REINEMANS, INC.	REINEMANS DPW SUPPLIES	44206	01/15/2014	17.53	02/14
	3635	RICHTER'S MARKETPLACE	Richter's - DPW	010914DPW	01/09/2014	18.96	02/14
						36.49	*
100-535321-350	STREETS - REP MAINT SUPPLIES						
	1140	ELKHORN CHEMICAL & PACKAGING	ELKHORN CHEM DPW SUPPLIES	543348	01/10/2014	392.97	02/14
	1140	ELKHORN CHEMICAL & PACKAGING	ELKHORN CHEMICAL DPW SUPPLIES	543348-1	01/16/2014	49.00	02/14
	1457	HUMPHREY SERVICE & PARTS, INC.	Permatex	1127445	01/13/2014	104.56	02/14
	1457	HUMPHREY SERVICE & PARTS, INC.	sealed beam	1127721	01/15/2014	57.90	02/14
	1457	HUMPHREY SERVICE & PARTS, INC.	thermo laser	1127772	01/15/2014	73.57	02/14
	1457	HUMPHREY SERVICE & PARTS, INC.	HUMPHEY SERVICE DPW PARTS	1128222	01/20/2014	278.26	02/14

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
	1457	HUMPHREY SERVICE & PARTS, INC.	HUMPHREY SERVICE DPW PARTS	1128482	01/21/2014	1,389.96	02/14
	2590	REINEMANS, INC.	Reinemans - yardstick	44205	01/15/2014	5.39	02/14
	2590	REINEMANS, INC.	REINEMANS DPW SUPPLIES	44520	01/20/2014	90.45	02/14
	2685	WAUSAU EQUIPMENT COMPANY, INC.	Wausau parts	157222	01/08/2014	1,623.61	02/14
	3120	WELDERS SUPPLY COMPANY	WELDERS SUPPLY CO DPW SUPPLIES	255268	01/07/2014	8.67	02/14
	3450	ZEP SALES & SERVICE	ZEP MANUFACTURING DPW SUPPLIES	9000711044	01/07/2014	340.24	02/14
	6211	OLSON TRAILER & BODY, L.L.C.	Parts	C09745	01/10/2014	140.29	02/14
						4,554.87	*
100-535321-354	STREETS-PARKING STRUCTURE UTILITY						
	2590	REINEMANS, INC.	Reinemans (split)	44591	01/21/2014	14.38	02/14
Total STREET ADMINISTRATION						27,110.13	
100-555551-159	PARKS - CLOTHING						
	117	ALSCO	ALSCO DPW - PARKS	IMIL770511	01/15/2014	30.00	02/14
	117	ALSCO	ALSCO DPW - PARKS	IMIL773023	01/22/2014	40.15	02/14
	7174	CLASSIC INDUSTRIAL SUPPLIES	CIS - Park Dept Clothing	18383	01/10/2014	37.30	02/14
						107.45	*
100-555551-248	PARKS - REPAIR MAINT BLDGS						
	117	ALSCO	ALSCO DPW (split)	IMIL770512	01/15/2014	4.22	02/14
100-555551-298	PARKS - OUTSIDE SERVICES						
	2330	PATS SERVICES, INC	CITY OF BURLINGTON DOG PARK	A-96117	12/05/2013	80.00	12/13
	5164	DONERITE JANITORIAL SERV INC.	DONERITE FEBRUARY BILLING (SPLIT)	2491	01/17/2014	164.00	02/14
	5458	B. SCHNEIDER ELECTRIC, INC	B Schneider - Work at Wehmhoff Jucker	9997	01/13/2014	1,398.72	02/14
						1,642.72	*
Total PARKS						1,754.39	
100-565639-399	ECONOMIC DEVELOPMENT						
	2495	RACINE CO ECONOMIC DEV. CORP.	RCEDC 1ST QUARTER CONTRACT	1ST QTR 14	01/15/2014	10,300.00	02/14
Total ECONOMIC DEVELOPMENT						10,300.00	
100-565641-298	PLAN COMM - CONTRACT SVCS						
	4217	KAPUR & ASSOCIATES, INC.	Kapur 13.0291.01 Scherrer_Spring_Brook	81535	01/22/2014	206.00	02/14
	4217	KAPUR & ASSOCIATES, INC.	14.0071.01 Falcon Ridge Condos 2014	81538	01/22/2014	618.00	02/14
	4217	KAPUR & ASSOCIATES, INC.	KAPUR 07.0884.01 CTH W TRAIL	81551	01/22/2014	312.00	12/13
	4217	KAPUR & ASSOCIATES, INC.	14.0037.01 Burlington General 2014	81556	01/22/2014	194.00	12/13
						1,330.00	*
Total PLANNING COMMISSION						1,330.00	
100-575710-295	CLEAN SWEEP						
	3635	RICHTER'S MARKETPLACE	supplies for clean sweep meeting	012314DPW	01/23/2014	73.63	02/14
Total GARBAGE COLLECTION						73.63	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Total GENERAL FUND						45,697.19	
251-555511-225	TELEPHONE						
	5934	TIME WARNER CABLE-MILW	TIME WARNER CABLE LIBRARY	0114TWC	01/29/2014	73.52	02/14
251-555511-242	REPAIR, MAINTENANCE EQUIPMENT						
	1368	GORDON FLESCH COMPANY, INC.	GORDON FLESCH LIBRARY MAINTEN	10637623	01/29/2014	360.98	02/14
251-555511-247	REPAIR, MAINTENANCE BUILDING						
	2590	REINEMANS, INC.	Reinemans - Library	44442	01/29/2014	58.40	02/14
	3040	VORPAGEL SERVICE INC.	Vorpagel - Library - frozen pressure swit	34731	01/29/2014	218.73	02/14
						277.13	*
251-555511-310	OFFICE SUPPLIES, POSTAGE						
	1010	DEMCO	DEMCO LIBRARY TECH SERVICE SU	5187289	01/29/2014	69.58	02/14
	1296	HRdirect	APPLICATION FORMS	1810903	01/29/2014	85.98	02/14
	4026	BALDWIN COOKE COMPANY	Baldwin Cooke - calendars	3804884	01/29/2014	148.45	02/14
	5906	MINUTEMAN PRESS OF BURLINGTON	Minuteman - name tag	19083	01/29/2014	14.00	02/14
	7679	STAPLES ADVANTAGE	STAPLES LIBRARY SUPPLIES	8028243393	01/29/2014	259.16	02/14
						577.17	*
251-555511-319	Consortium Costs						
	3207	WISCONSIN LIBRARY SERVICES	WILS Co-op Membership	42703	01/29/2014	199.00	02/14
251-555511-327	MATERIALS						
	128	PENWORTHY COMPANY	PENWORTHY LIBRARY MATERIALS	262759	01/29/2014	774.31	02/14
	300	BAKER & TAYLOR	BAKER & TAYLOR LIBRARY MATERIA	2028963889	01/29/2014	2,071.73	02/14
	302	BAKER & TAYLOR CONT. SERVICE	BAKER & TAYLOR LIBRARY ADULT M	5012927735	01/29/2014	151.91	02/14
	1036	WI DEPT OF ADMINISTRATION	DOCUMENT SALES LIBRARY REF MA	0114DOA	01/29/2014	399.00	02/14
	1110	EBSCO	Consumer Reports Online	1460250	01/29/2014	1,152.00	02/14
	1561	CENTER POINT LARGE PRINT	Large Print Material	1147150	01/29/2014	216.90	02/14
	1910	MARSHALL CAVENDISH CORPORATI	MARSHALL CAVENDISH LIBRARY MA	3003772	01/29/2014	193.91	02/14
	3991	BOOKPAGE	BOOK PAGE SUBSCRIPTION RENEW	513083	01/29/2014	300.00	02/14
	5322	MATTHEW BENDER & CO.	MATTHEW BENDER REF. MATERIALS	55633846	01/29/2014	166.50	02/14
	7607	MIDWEST TAPE, LLC	MIDWEST TAPE LIBRARY DVD'S & CI	91541384	01/29/2014	1,175.45	02/14
	8307	PDR DISTRIBUTIONS, LLC	Physicians Desk Reference	0114PDR	01/29/2014	59.95	02/14
						6,661.66	*
Total FUND EXPENSES						8,149.46	
Total LIBRARY OPERATIONS FUND						8,149.46	
465-515132-802	ADMIN CAPITAL OUTLAY COMPUTERS						
	5364	DIGICORP	Contract 24x7 Support, Adv. Hardware	302520	01/20/2014	160.90	02/14
Total ADMINISTRATOR						160.90	
465-525220-804	FIRE CAPITAL OUTLAY P O EQUIP						
	5585	GENERAL COMMUNICATIONS, INC	Lighting Package for Command Vehicle	194379	09/09/2013	9,925.84	12/13
	5585	GENERAL COMMUNICATIONS, INC	Credit	195008	10/23/2013	2,431.48	12/13

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						7,494.36	*
		Total FIRE DEPT.				7,494.36	
		Total CAPITAL REPLACEMENT FUND				7,655.26	
470-515100-801	2012 3.19M 2 Yr Street Project						
	3070 WANASEK CORPORATION	Washington Street Improvements	PMNT 4	01/23/2014	2,839.95	02/14	
	Total 470-515100				2,839.95		
470-525220-800	FD Parking Lot/Washington St						
	3070 WANASEK CORPORATION	Washington Street Improvements	PMNT 4	01/23/2014	2,265.79	02/14	
	Total 470-525220				2,265.79		
	Total CAPITAL PROJ - INFRASTRUCTURE				5,105.74		
621-181000	CONSTRUCTION IN PROGRESS						
	4217 KAPUR & ASSOCIATES, INC.	Kapur 12.0077.01 Phase II - WWTF Upg	81555	01/22/2014	24,744.20	12/13	
621-575740-159	CLOTHING ALLOWANCE						
	117 ALSCO	ALSCO WWTP	IMIL770514	01/15/2014	125.47	02/14	
	117 ALSCO	ALSCO WWTP	IMIL773025	01/22/2014	75.37	02/14	
					200.84	*	
621-575740-242	REPAIR,MAINTENANCE VEHICLES						
	803 CHICO'S	Truck #74 Plow Parts	30101	01/14/2014	165.00	02/14	
	2590 REINEMANS, INC.	Reinemans (split)	44591	01/21/2014	9.88	02/14	
					174.88	*	
621-575740-244	REPAIRS,MAINT EQUIPMENT						
	117 ALSCO	ALSCO WWTP	IMIL770514	01/15/2014	7.52	02/14	
	117 ALSCO	ALSCO WWTP	IMIL773025	01/22/2014	7.52	02/14	
	117 ALSCO	ALSCO WWTP	IMIL773026	01/22/2014	107.84	02/14	
	1088 RUNDLE-SPENCE	Rundle-Spence - WWTP supplies	S2221052.001	12/16/2013	514.12	02/14	
	1088 RUNDLE-SPENCE	Rundle-Spence - Credit	S2228176.001	01/16/2014	225.02	02/14	
	2590 REINEMANS, INC.	Reinemans - plumbing parts	44504	01/20/2014	15.61	02/14	
	2590 REINEMANS, INC.	Reinemans (split)	44591	01/21/2014	7.97	02/14	
	5164 DONERITE JANITORIAL SERV INC.	DONERITE JANITORIAL JANUARY BIL	2492	01/17/2014	1,080.00	02/14	
					1,515.56	*	
621-575740-249	LABORATORY						
	117 ALSCO	ALSCO WWTP	IMIL770514	01/15/2014	4.71	02/14	
	117 ALSCO	ALSCO WWTP	IMIL773025	01/22/2014	4.71	02/14	
	117 ALSCO	ALSCO WWTP	IMIL773026	01/22/2014	55.41	02/14	
	2180 NCL OF WISCONSIN, INC	NCL Acct No. 6900 WWTP supplies	332949	01/21/2014	621.55	02/14	
					686.38	*	
621-575740-310	OFFICE SUPPLIES, POSTAGE						
	363 BEAR GRAPHICS, INC.	Bear Graphics Window Envelopes	0675727	01/17/2014	130.25	02/14	
	2360 PETTY CASH WWTP	PETTY CASH WWTP POST OFFICE	JAN 2014	01/22/2014	138.00	02/14	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						268.25	*
621-575740-353	REPAIR & MAINT LIFT STATIONS						
	7546	EVOQUA WATER TECHNOLOGIES LL	SIEMENS WWTP BIOXIDE	901550476	01/16/2014	835.65	02/14
	Total WASTEWATER FUND EXPENSES					3,681.56	
	Total WASTEWATER OPERATIONS FUND					28,425.76	
622-501503-000	MATERIALS & SUPPLIES MAIN INV						
	5721	HD SUPPLY WATERWORKS, LTD.	HD main inventory	B888856	01/08/2014	112.00	02/14
	Total 622-501503					112.00	
622-501505-000	HYDRANT INVENTORY-MAT & INVENT						
	5721	HD SUPPLY WATERWORKS, LTD.	HD Hyd inventory	B888856	01/08/2014	182.78	02/14
	Total 622-501505					182.78	
622-506250-000	MAINTENANCE-SUPPLIES						
	8506	GMS	GMS - parts and labor for furnace repair	2327	01/15/2014	446.10	02/14
	Total 622-506250					446.10	
622-506310-000	CHEMICALS						
	2224	HAWKINS, INC	HMO Radium Removal	3552005	01/09/2014	5,243.40	02/14
	Total 622-506310					5,243.40	
622-506510-000	MAINS, WATER BREAKS-SUPPLIES						
	3070	WANASEK CORPORATION	Lincoln St Watermain Repair	3259	01/14/2014	4,008.09	02/14
	3070	WANASEK CORPORATION	Washington St. Water Main Repair	3260	01/14/2014	1,751.91	02/14
	5721	HD SUPPLY WATERWORKS, LTD.	HD mains	B888856	01/08/2014	36.00	02/14
						5,796.00	*
	Total 622-506510					5,796.00	
622-506520-000	SERVICE-SUPPLIES						
	3070	WANASEK CORPORATION	Cap Leaking Water Service	3257	01/14/2014	763.88	02/14
	5721	HD SUPPLY WATERWORKS, LTD.	HD maint. serv	B888856	01/08/2014	238.40	02/14
						1,002.28	*
	Total 622-506520					1,002.28	
622-509030-000	OFFICE SUPPLIES						

117	ALSCO	ALSCO WATER DEPT	IMIL770513	01/15/2014	28.13	02/14
117	ALSCO	ALSCO WATER DEPT	IMIL773024	01/22/2014	28.13	02/14
					56.26	*
Total 622-509030					56.26	
622-509210-000 OFFICE SUPPLY						
363	BEAR GRAPHICS, INC.	Bear Graphics Window Envelopes	0675727	01/17/2014	130.25	02/14
Total 622-509210					130.25	
622-509230-000 OUTSIDE SERVICES						
8427	Federal Licensing Management	FCC Form 601 Processing Fee	2014-00159	01/25/2014	100.00	02/14
Total 622-509230					100.00	
622-509350-000 GENERAL PLANT-SUPPLIES						
117	ALSCO	ALSCO DPW (split)	IMIL770512	01/15/2014	8.46	02/14
5164	DONERITE JANITORIAL SERV INC.	DONERITE FEBRUARY BILLING (SPLI	2491	01/17/2014	328.00	02/14
					336.46	*
Total 622-509350					336.46	
Total WATER UTILITY FUND					13,405.53	
623-575740-242 REPAIR, MAINTENANCE EQUIPMENT						
5584	LANDMARK SERVICES COOPERATIV	Airport Diesel Fuel	5953	01/13/2014	703.31	02/14
623-575740-244 SNOW REMOVAL						
3070	WANASEK CORPORATION	WANASEK SNOW PLOWING AIRPOR	3232	01/14/2014	5,251.50	02/14
623-575740-298 CONTRACT SERVICES						
6280	BURLINGTON DEVELOPMENT GROU	TIME WARNER	FEB2014	01/15/2014	55.00	02/14
6280	BURLINGTON DEVELOPMENT GROU	Reimbursable Outside Service - Cleanin	FEB2014	01/15/2014	350.00	02/14
					405.00	*
623-575740-450 RENT						
6280	BURLINGTON DEVELOPMENT GROU	BURLINGTON DEVELOPMENT GROU	FEB2014	01/15/2014	865.00	02/14
Total 623-575740					7,224.81	
Total AIRPORT FUND					7,224.81	
Grand Total:					115,663.75	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
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Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

Emp No	Name	21-01 MISC REIMB Emp Amt	22-00 MOVING EXP Emp Amt	-00 Emp Amt	23-01 MILEAGE Emp Amt	23-02 MEALS Emp Amt	23-03 OTHER TRAV Emp Amt	Total Amounts
100011287	DEQUAKER, STEVEN J.	.00	.00	.00	21.47	.00	.00	21.47
100041108	ANDERSON, MARK J.	600.00	.00	.00	.00	.00	.00	600.00
100071241	JENSEN, DANIEL P	600.00	.00	.00	.00	.00	.00	600.00
Grand Totals:	3 Employees	1,200.00	.00	.00	21.47	.00	.00	1,221.47



City Clerk

300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 10	Date: February 4, 2014
Submitted By: Diahn Halbach, City Clerk	Subject: Licenses & Permits

OPERATOR'S LICENSES RECOMMENDED FOR APPROVAL

Grace, Elizabeth
Bartolini, Heather
Badger, Paige
Rhyner, Stacey

Financial Remarks:

Applicants are charged a fee of which a portion funds the background checks performed by the Police Department. Business license fees are calculated on a case by case basis depending on the type of license applied for.

Executive Action:

Staff recommends the Common Council accept the presented licenses at the February 4, 2014 Common Council meeting.



CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Item Number: 13A	Date: February 4, 2014
Submitted By: Kevin Lahner, City Administrator	Subject: Resolution 4647(37) to consider approving the 2014 contract with RCEDC.

Details:

The Racine County Economic Development Corporation (RCEDC) has been an important entity in the City's economic development. In particular, the RCEDC works closely with us and the entities wishing to locate to and/or expand in Burlington, including financial and other incentives from the state.

As in previous years, the cost of the RCEDC assistance for 2014 is divided into two components. First, for economic and community development assistance, the cost is \$41,200 which is included in the 2014 budget and paid in quarterly payments. This cost is the same as 2013. Second, the cost for administration of the City's revolving loan funds to local businesses is \$3,260, which is based on thirteen percent of the incoming loan payments and may change should additional loans be approved throughout the year.

Options & Alternatives:

The Common Council could deny this renewal and conduct all Economic Development activities in-house. Additionally, the Council could seek a different Economic Development partner.

Financial Remarks:

Costs associated with this contract are within the 2014 annual budget.

Executive Action:

This item was discussed at the January 21, 2014 Committee of the Whole meeting and is placed on the February 4, 2014 Common Council meeting for consideration.

Resolution No. 4647(37)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING A LETTER OF AGREEMENT BETWEEN
THE CITY OF BURLINGTON AND THE RACINE COUNTY ECONOMIC
DEVELOPMENT CORPORATION (RCEDC) FOR 2014**

WHEREAS, the *Racine County Economic Development Corporation* provides economic development, community development, and related technical assistance to the City of Burlington; and,

WHEREAS, the *Racine County Economic Development Corporation* also coordinates this assistance on a day-to-day basis with the City Administration, as well as coordinating the discussion of policy-related issues with the City Administration, the Mayor and City Council; and,

WHEREAS, the City of Burlington believes that it is in the City's best interest to contract with the *Racine County Economic Development Corporation* for organizational development assistance, business retention assistance, business attraction activities, community development assistance, and business financing assistance; and,

WHEREAS, the *Racine County Economic Development Corporation* has been a qualified provider of such economic development related services for the City of Burlington in the past.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin, that the City of Burlington shall enter into an agreement with the *Racine County Economic Development Corporation* for a period one year, beginning January 1, 2014, as stated in the attached agreement (Exhibit "A"), dated November 1, 2013.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to execute this agreement on behalf of the City.

Introduced:
Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk



November 1, 2013

Robert Miller, Mayor
City of Burlington
300 North Pine St.
Burlington, WI 53105

Dear Mayor Miller:

This letter is intended to serve as a letter agreement between the City of Burlington, hereinafter referred to as "City," and the Racine County Economic Development Corporation (RCEDC). In accordance with this agreement, the RCEDC agrees to continue to provide economic development and related technical assistance to the City. Such assistance will be coordinated on a day-to-day basis with City Administration and, with regard to policy-related issues coordinated with City Administration, the Mayor and City Council.

Starting in 2002 this economic development services contract was combined with a second on-going contract, the administration of the City's Revolving Loan Funds (RLF), therefore, this contract represents those services as well.

AGREEMENT

The RCEDC agrees to provide direct economic development and community development technical assistance to the City in accordance with the objectives promulgated by the Mayor, City Council and City Administrator. The RCEDC will assign an economic development staff person to the City. This person will act as the City's economic development advocate and lead, together with other RCEDC staff members, expend his/her best efforts to promote business recruitment, business retention and expansion, community development and business finance.

The economic development services to be provided by the RCEDC will include the following:

Business Retention and Expansion (BRE) Assistance

1. Continue to conduct an on-going business expansion and retention program that consists of the following:
 - Provide a comprehensive business outreach program utilizing the Synchronist Business Retention Software System that will include a comprehensive interview with Racine County manufacturers and other prominent industries. Results will assist in providing direct assistance to these companies, as well as a guide in developing new, and refining existing, programs for all businesses. RCEDC will contact the City relative to any significant concerns.
 - Identify and work with 1st stage companies (companies with less than 10 employees) and 2nd stage companies (companies that include approximately 100 employees or less and no more than \$50 million in sales) through the CEO Roundtable program, as well as one-on-one technical assistance.
2. Assist existing businesses per direct contact or referral from the Mayor and Administrator and report findings and resolution to the respective party. When meeting with local companies, the RCEDC staff will provide information on existing State and federal economic development assistance programs that provide funding that help meet the need of local businesses. These programs include low-interest loans, tax credit programs and workforce development assistance.

Business Recruitment Activities

3. Continue the implementation of a targeted business recruitment program that includes emphasis on the following:
 - The geographic target of the Chicago-Milwaukee Corridor, with emphasis on the industry targets of: advanced manufacturing, logistics and distribution.
 - Second stage companies or those companies that include approximately 100 employees or less and no more than \$50 million in sales, through the identification of these companies in the Chicago-Milwaukee Corridor and working to recruit the companies to Racine County.
 - The geographic target of foreign direct investment or companies locating North American headquarters in the Chicago-Milwaukee Corridor or establishing initial sales offices that will lead to distribution facilities and ultimately, manufacturing facilities.
 - Milwaukee 7 or regional industry targets to include: water industries, advanced manufacturing and food processing.
4. Provide assistance through the development of customized proposals to businesses interested in establishing a location within the City per direct contact or referral from the Mayor or members of the City's Staff, or other reliable sources. This activity includes providing copies of such proposals, when requested, to the City Administrator, as well as a status report on such businesses as part of this agreement's semi-annual reports, coordinating regular

meetings with the City Administrator, and maintaining a periodic business follow-up procedure.

5. Staff the Launch Box drop-in center that is available at no charge to entrepreneurs throughout Racine County. The Center provides work space, conference areas, classroom space and wireless internet services and is located at State and Main Streets in the City of Racine.

Marketing Activities

6. Continue to develop and implement the county-wide Jobs for Racine County (JRC) initiative. This program includes: a proactive business recruitment strategy, business retention and expansion (BRE) strategy, community engagement strategy and marketing activities to include the following:
 - Represent the community through participation in:
 - Trade show events,
 - The 'Chicago Industrial Properties Summit' emphasizing newly constructed buildings and land opportunities,
 - The Hannover Messe 2014 show in Germany to meet with international companies seeking location within the Chicago/Milwaukee corridor,
 - Milwaukee 7 marketing activities, and,
 - Chicago's Area Industrial Real Estate (AIRE) professional networking functions.
 - Publish quarterly e-newsletter on economic development issues and local/regional training opportunities.
 - Host events including the RCEDC annual meeting.
 - Author monthly Journal Times newspaper articles featuring economic/workforce development issues.
 - Update RCEDC website, blog, LinkedIn and Facebook page with postings on projects, local company news and national and international articles of business interest.
 - Feature local project successes on the RCEDC website.
 - Provide periodic economic development news/event highlights on WRJN radio.
7. Community Engagement – Work with the following partners to provide an infrastructure for economic development in the City of Burlington:
 - Entrepreneurship: UW-Parkside SBDC, Wisconsin Women's Business Initiative Corporation, the Community Economic Development Corporation; Gateway Technical College; and Launch Box, the RCEDC entrepreneur drop-in center;
 - Workforce Development: Racine County Workforce Development Board's strategic plan;
 - Appropriate Land Use: Racine County Planning and Development Department, and;
 - Image/Quality of Life: Promoting our quality of life through Real Racine.

Workforce Development Services

8. RCEDC will provide the services of our Workforce Development Center representatives to assist recipients of Racine County Revolving Loan Fund loans and related assistance to employ unemployed and underemployed Racine County residents.
9. RCEDC will continue to be an advocate for the City in working with the Racine County Workforce Development Center (WDC) to implement the WDC's workforce development plan "Higher Expectations". Specifically, the RCEDC Executive Director represents the City through:
 - Participation in the Center's Management Team;
 - Chairing the Workforce Development Board Planning Committee; and,
 - Participating on the Racine County and Tri-County Workforce Development Boards.
10. Assist in the implementation of the Racine County Inspire Wisconsin and Dream It, Do It Programs designed to assist youth in career decision making.

Organizational Development Assistance

11. Identification and implementation of appropriate strategies to address additional economic development issues and concerns that are identified throughout the contract period.
12. Provide written and verbal semi-annual reports to the City President, City Board and City Administrator. This activity will include a summary of the activities conducted during the reporting period.
13. Coordinate the City's economic development initiatives with, but not limited to, the following agencies:
 - Gateway Technical College
 - Milwaukee 7
 - Real Racine
 - Southeastern Wisconsin Regional Planning Commission
 - U.S. Economic Development Administration
 - U.S. Small Business Administration
 - UW-Parkside
 - UW-Parkside Small Business Development Center
 - Wisconsin Economic Development Corporation
 - Wisconsin Department of Administration
 - We Energies

Community Development Assistance

The RCEDC staff will provide the City of Burlington and the appropriate City Committees with assistance relative to the following projects:

14. Grant Management/New Grant Applications: RCEDC will apply and manage grant applications specific to economic development projects only and as needed for community development initiatives.
15. Common Council and Community Development Authority (CDA): RCEDC will attend CDA and Council meetings when appropriate or directed by City administration. RCEDC will support City Administration in their efforts to consider Industrial Park expansion options.
16. Historic Preservation Commission (HPC): RCEDC will continue to provide staff assistance to the City with regard to the Façade Improvement Grant and Certified Local Government (CLG) programs. RCEDC staff will continue to manage the HPC's façade improvement grant program and expects to work with the HPC Chair and the City Administrator to review the need for, and possibly secure, additional funding for this program. In addition, RCEDC staff will continue to market the Historic Preservation Overlay District and façade grant program via updating the program brochure and via articles submitted to news reporting organizations and the City Administrator's office for the City's quarterly newsletter. RCEDC will continue to manage the CLG program and existing subgrants. RCEDC staff will work with the HPC Chair and City Administrator to review the need, and possibly apply for, additional subgrant funding from the WI Historical Society.

Business Financing

17. The RCEDC has been designated as the Burlington Revolving Loan Fund (RLF) program administrator since August 19, 1992. The services being provided by the RCEDC, in accordance with the administration of the Community Development Block Grant (CDBG)-RLF and Tax Incremental District (TID)-RLF, include the following:
 - A. Review and, if necessary, revision of the RLF program on an annual basis.
 - B. Preparation of the appropriate marketing plan and marketing materials.
 - C. Implementation of the marketing program, therefore re-lending the loan funds.
 - D. Meetings with potential clients to inform them of the parameters of the RLF program.
 - E. Screening of clients relative to their eligibility for the RLF program.

- F. Working with eligible businesses in the preparation of applications to the RLF program and the review of these application materials for any deficiencies.
- G. Recommendations to the Community Development Authority and Council of the Whole (City Council) relative to loans that qualify for the RLF program.
- H. Coordination of all loan closings.
- I. Collection of monthly payments and monitoring of the projects for compliance with Wisconsin Department of Commerce regulations, and all other aspects of servicing the loans. Minor servicing actions will be considered by the RCEDC staff, together with the City Administrator and Mayor. These actions will include:
 - 1) Actions that do not significantly affect the interest of the City in an adverse manner.
 - 2) Subordination to a new senior lien holder (usually a bank) provided no new money is being lent.
 - 3) Other servicing actions that can be defined as minor.

Major servicing actions will be considered by the RCEDC and City of Burlington staff and a recommendation forwarded to the City Council for formal consideration.

- J. In performing the work for this contract the RCEDC agrees to adhere to the following:

Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall, on the grounds of race, color, national origin, sex, age or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

- K. Coordinating the City's RLF program with other State and federal business loan programs in order to ensure the lowest cost business financing for the customer.
- L. Continued administration and servicing of loans made under the 2010 Road Construction RLF program.

TIME PERIOD FOR THIS AGREEMENT AND COMPENSATION

The above-referenced assistance will be provided by the RCEDC staff during the time period beginning January 1, 2014 to December 31, 2014.

The cost of this assistance to the City of Burlington is divided into two components. First, for economic and community development assistance, the cost is \$41,200, the same as in 2013. Second, the cost of administration of the City's RLF's is \$3,260 and is based on 13 percent of the loan payments (see Attachment A). This cost may change during the year should additional loans be made. The RCEDC will notify the City if there are any new loans.

Payments will be made during the first week of each quarter, upon the receipt of an invoice from the RCEDC. The cost of developing any additional materials and significant printing and mailing of items necessary to implement these services are outside the scope of the Agreement and will be negotiated on an as necessary basis.

INDEPENDENT CONTRACTOR

RCEDC shall be an independent contractor of the City. Neither RCEDC nor any of its officers, employees, or agents shall be considered to be an employee of the City as a result of the obligations undertaken pursuant to this agreement. RCEDC's officers, employees and agents shall make no commitments or representations to third parties without prior approval of the City. In addition, RCEDC hereby holds harmless the City and its departments, officers, employees and agents from and against all claims, demands and liability for damages to third persons of any type whatever arising solely out of the actions of RCEDC under this agreement.

LIABILITY INSURANCE

The RCEDC is to carry liability insurance and list the City of Burlington as an additional insured on the policy.

TERMINATION

This agreement may be terminated by either party upon thirty (30) days written notice in the event of default by the other party of any material provision hereof which remains unremedied for thirty (30) days following written notice of such default.

NOTICES

Notices under this agreement shall be mailed by registered mail to the Mayor and City Administrator, 300 N Pine Street, Burlington, WI 53108, for the City, and to Gordon Kacala, Executive Director, 2320 Renaissance Blvd., Sturtevant, WI 53177, for RCEDC, or shall be personally served on either said person or the person in charge of either respective office.

ASSIGNMENT

RCEDC agrees that it will not assign this agreement or any portion thereof, or any of its responsibilities hereunder, to any other party without first obtaining the written permission of the City.

If the terms and conditions of this proposal are satisfactory, please sign the two original documents where indicated and return to the RCEDC for RCEDC final signature.

Sincerely,



Gordon Kacala
Executive Director

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the ____ day of _____, 2013.

CITY OF BURLINGTON

By: _____

Title: _____

**RACINE COUNTY ECONOMIC
DEVELOPMENT CORPORATION**

By: _____

Title: _____

Gordon M. Kacala, Executive Director

Burlington Revolving Loan Fund 2014

	<u>Monthly</u>	<u>Annually</u>
Burlington Import	\$ 369.96 x 12 months	\$ 4,439.52
Burlington Hotel Group	\$1,720.00 x 12 months	<u>\$ 20,640.00</u>
Total		\$ 25,079.52

$\$25,079.52 \times 13\% = \$3,260.34$

$\$3,260.34 / 4 = \815.09 per quarter (to be invoiced)

Burlington TID Revolving Loan Fund 2014

	<u>Monthly</u>	<u>Annually</u>
Ketter's Flooring (1)	\$ 193.56 x 12 months	\$ 0.00
Hampton Hometown (2)	\$ 8,993.47 x 12 months	<u>\$ 0.00</u>
Total		\$ 0.00

- (1) Ketter's Flooring pays a 0.5% servicing fee directly to RCEDC each month through their monthly payments, thus, they do not factor in to the above calculation.
- (2) Hampton Hometown pays a 0.5% servicing fee directly to RCEDC each month through their monthly payments, thus, they do not factor in to the above calculation.



CITY OF BURLINGTON

Department of Public Works

Streets, Parks, Water & Waste Water Divisions
2200 S. Pine Street, Burlington, WI, 53105
(262) 539-3770 – (262) 539-3773 fax
www.burlington-wi.gov

Common Council Item Number: 13B	Date: February 4, 2014
Submitted By: Craig Workman, Public Works Director	Subject: Resolution 4649(38) to consider a Master Service Agreement and Work Order with Baxter & Woodman for WPDES Permit renewal.

Details:

The City recently solicited proposals from consulting engineers for a wide variety of municipal engineering tasks. Among these tasks was assisting the City with the renewal of the Wisconsin Pollution Discharge Elimination System (WPDES) permit for the Wastewater Treatment Facility. The most critical issue is the potential for the City to receive a much more restrictive total phosphorus effluent limit. This comes as a result of the promulgation of stringent new water quality based effluent limits for wastewater treatment plants. During the engineering interview process it became immediately clear that Baxter & Woodman had a superior level of knowledge and experience in assisting municipalities with their wastewater needs. Their assistance in this rather complex and lengthy application process will be paramount to ensure that the City's new permit standards are applicable and within reach.

The Master Services Agreement language is general in nature and intended to address terms and conditions that will govern all future services provided by Baxter & Woodman. The Work Order is specific to the assignment of providing WPDES permit assistance. Staff has reviewed and recommends approval of this agreement and work order.

Options & Alternatives:

The Common Council could choose to deny the task order and hire a different engineering firm to assist the City with the submission of this application. However, Baxter's expertise has proven to be very valuable in assisting other applicants achieve less stringent parameters on their updated permits.

Financial Remarks:

The cost of this engineering task order is an amount not to exceed \$9,780. This task order is within the budgeted dollar amount, as set forth in the annual budget for 2014.

Executive Action:

This item was discussed at the January 21, 2014 Committee of the Whole meeting and is placed on the February 4, 2014 Common Council meeting for consideration.

Resolution Number: 4648(38)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING AN ENGINEERING SERVICE AGREEMENT AND
WORK ORDER FOR WISCONSIN POLLUTION DISCHARGE ELIMINATION SYSTEM
(WPDES) PERMIT RENEWAL FOR THE NOT-TO-EXCEED AMOUNT OF \$9,780
WITH BAXTER & WOODMAN, INC.**

WHEREAS, the City recently solicited proposals from consulting engineers for a wide variety of municipal engineering tasks; and

WHEREAS, among these tasks was assisting the City with the renewal of the Wisconsin Pollution Discharge Elimination System (WPDES) permit for the Burlington Waste Water Treatment Facility; and,

WHEREAS, the City of Burlington staff recommends Baxter & Woodman, Inc. be retained by the City to provide engineering services related to the reissuance of the WPDES permit for the Burlington Waste Water Treatment Facility.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin, that the City of Burlington shall enter into an Engineering Service Agreement with Baxter & Woodman, Inc., intended to address terms and conditions that will govern all future services provided by Baxter & Woodman, hereto attached as Attachment "A"; and,

BE IT FURTHER RESOLVED by the Common Council of the City of Burlington that that the City of Burlington shall approve a Work Order, specific to the assignment of providing WPDES permit assistance, hereto attached as Attachment "B" for the not-to-exceed amount of \$9,780.

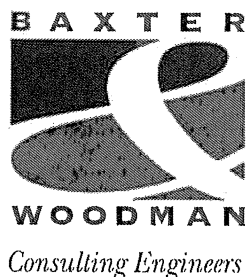
BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to execute this agreement and work order on behalf of the City.

Introduced: January 21, 2014
Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk



August 9, 2013

Mr. Craig Workman
Department of Public Works
City of Burlington
2200 S. Pine Street
Burlington, WI 53105

***Subject: Burlington – WPDES Permit Assistance
Engineering Services Work Order***

Dear Mr. Workman:

Enclosed are two copies of a draft copy of our proposed Work Order for the expected tasks associated with the reissuance of you WPDES Permit between now and the time the permit is issued sometime in the spring of 2014.

I have signed these copies of the Work Order so that they may be executed if acceptable as is. If we need to make changes, we will revise the document and provide new copies.

Once the City has the opportunity to review the enclosed document, Jim and/or I am available to meet at your convenience to address any questions or concerns.

Very truly yours,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS

A handwritten signature in black ink that reads "Robert W. Benson". The signature is written in a cursive, flowing style.

Robert W. Benson, P.E.

RWB/jmc

Encs.

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256 South Pine Street

Burlington, WI 53105

262.763.7834

Fax 262.763.2509

info@baxterwoodman.com

**CITY OF BURLINGTON, WI
WPDES PERMIT REISSUANCE ASSISTANCE (2013-2014)
ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 130500.30

Project Description:

The Project consists of engineering services related to the reissuance of the WPDES Permit for the Burlington Wastewater Treatment Facility.

Engineering Services:


The general provisions of this contract are enumerated in the Engineering Services Agreement between the City and Engineers dated _____, 2013. The scope of services for this Project is listed in Attachment A of this Work Order. Manpower requirements and a fee summary are listed in Attachment B.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated _____, 2013. The Engineers' fee will be based upon our standard hourly rates of compensation for actual work time performed plus reimbursement of out-of-pocket expenses including travel costs, which in total will not exceed \$9,780.

Submitted by: **Baxter & Woodman, Inc.**

By:



Robert W. Benson, PE

Title: Vice President

Date:

AUGUST 9, 2013

Approved: **City of Burlington, WI**

By:

Robert Miller

Title: Mayor

Date:

Additional Comments and Conditions:

None.

Project Description

This Project will provide engineering services to assist the City of Burlington with their WPDES Permit Reissuance Process. The current Burlington WPDES permit was issued in 2009 and will expire on March 31, 2014. The City must submit an application for reissuance by September 30, 2013. Key issues to be addressed in the new permit could include: total phosphorus limits and mercury limits. The most critical issue will be the potential for the City to receive a much more restrictive total phosphorus effluent limit as a result of the promulgation in December 2010 of a new NR 217 of the Wisconsin Administrative Code which established a water quality based effluent limit for total phosphorus in addition to the currently applicable 1 mg/L monthly average limit.

This Project (and work order) does not include services following final issuance of the WPDES permit. These tasks will be included in a separate work order following the final issuance.

The Project will be completed upon final issuance of the WPDES permit which would likely occur on or about June 30, 2014.

Scope of Services

This Project includes the following Scope of Services:

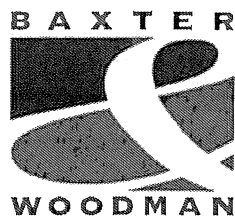
1. ASSIST WITH PERMIT APPLICATION – Provide assistance to the City in preparing the revised WPDES Permit Application.
2. ASSIST IN THE DEVELOPMENT AND REVIEW OF A SAMPLING PROGRAM FOR IN-STREAM PHOSPHORUS MONITORING – Provide the City with assistance in establishing an in-stream monitoring program to total phosphorus to better understand the current levels of phosphorus in both upstream and downstream waters. Review sampling results and make recommendations regarding possible changes in sampling frequency and location.
3. REVIEW AND COMMENT – WATER QUALITY MEMORANDUM – Review and provide comments on the WDNR Water Quality Memorandum which determines effluent limits for inclusion in the WPDES Permit.
4. REVIEW AND COMMENT – PUBLIC NOTICED PERMIT – Review and provide comments on the WDNR Public Noticed WPDES Permit.

**City of Burlington, WI
WPDES Permit Reissuance Assistance (2013-2014)
Engineering Services
Work Order No. 130500.30**

Attachment B

Manpower Requirements and Costs Summary

Task	Employee Class	Hourly Rate	Manhours	Labor Cost
Attend Meetings	Project Manager	\$165	12	\$1,980
Assist w/Permit Application	Project Manager	\$165	8	\$1,320
Assist with In-Stream Phosphorus Testing	Project Manager	\$165	12	\$1,980
Review & Comment – Water Quality Memorandum	Project Manager	\$165	8	\$1,320
Review & Comment – Public Noticed Permit	Project Manager	\$165	16	\$2,640
Expenses				\$540
Total Engineering Fees				\$9,780



Consulting Engineers

June 7, 2013

Mr. Craig Workman
Department of Public Works
City of Burlington
2200 S. Pine Street
Burlington, WI 53105

***Subject: Burlington – WPDES Permit Assistance
Engineering Services Master Agreement***

Dear Mr. Workman:

Enclosed are two copies of a draft copy of our proposed Master Engineering Services Agreement for review and comment. The language in this Agreement is general and is intended to address terms and conditions that would govern all services provided by Baxter & Woodman. Work Orders will be developed for each assignment, including project specific Scope of Services and not-to-exceed fees, and each will refer back to this Master Agreement for terms and conditions.

I have enclosed two signed copies of the Agreement so that they may be executed if acceptable as is. If we need to make changes, we will revise the document and provide new copies.

Craig, this is an exciting opportunity for us. Once the City has the opportunity to review the enclosed document, I am available to meet at your convenience to address any questions or concerns.

Very truly yours,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS

A handwritten signature in dark ink, appearing to read "Robert W. Benson".

Robert W. Benson, P.E.

RWB/jmc

Encs.

256 South Pine Street

Burlington, WI 53105

262.763.7834

Fax 262.763.2509

info@baxterwoodman.com

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CITY OF BURLINGTON, WISCONSIN

ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT is made this _____ day of _____ 2013, by and between the City of Burlington, Wisconsin, hereinafter referred to as the City, and Baxter & Woodman, Inc., Consulting Engineers, hereinafter referred to as the Engineers, for engineering services required by City.

WITNESSETH that in consideration of the covenants herein, these parties agree as follows:

SECTION 1. Professional services will be provided on a project-by-project basis when directed and authorized by the City. These services may include serving as the City's representative in all phases of the assigned projects, providing consultation and advice, and furnishing engineering and construction-related services, as will be enumerated in each Project Work Order.

SECTION 2. The City shall compensate the Engineers for the professional services as follows:

2.1 The Engineers' fee for engineering services covered by Project Work Orders shall be negotiated between the parties to this Agreement on a project by project basis. The fees for an engineering services request by the City may be an hourly rate fee, a lump-sum fee, or cost reimbursement plus fixed fee arrangement as negotiated between the Engineers and the City.

SECTION 3. The parties hereto further mutually agree:

3.1. The City may request services in the following manners:

3.1.1. Verbal request by the Director of Public Works followed by written confirmation of the request by the Engineers by e-mail, letter, Work Order, or Engineering Services Agreement.

3.1.2. Written request by the Public Works Director

3.2. Work Orders shall follow the general format shown in Exhibit A, attached hereto.

3.3. For projects utilizing outside sources of funding, and for special services not included in this Agreement, a written, project-specific agreement will be prepared if required and submitted to the City for acceptance.

3.4. The Engineers may submit requests for periodic progress payments for services rendered. Payments shall be due and owing by the City upon receipt of the Engineers' invoice for services. Payments to the Engineers after 60 consecutive calendar days from the date of the Engineers' invoice for services shall include an additional late payment charge computed at an annual rate of twelve percent (12%) from date of the Engineers' invoice and the Engineers may, after giving seven (7) days written notice to the City, suspend services under this Agreement until the Engineers have been paid in full all amounts due for services, expenses, and late payment charges.

3.5. This Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party; or the City may terminate this Agreement, in whole or in part, for its convenience. However, no such termination may be effected unless the terminating party gives the other party (1) not less than ten (10) calendar days written notice by certified mail of intent to terminate, and (2) an opportunity for a meeting with the terminating party before termination. If this Agreement is terminated by either party, the Engineers shall be paid for services performed to the effective date of termination, including reimbursable expenses. In the event of contract termination, the City shall receive reproducible copies of Drawings, Specifications and other documents completed by the Engineers.

3.6. The Engineers agree to hold harmless and indemnify the City and each of its officers, agents and employees from any and all liability claims, losses, or damages including reasonable attorney's fees to the extent that such claims, losses, damages or expenses are caused by the Engineers' negligent errors, acts or omissions, but not including liability, claims, losses or damages due to the negligence of the City or other consultants, contractors or subcontractors working for the City, or their officers, agents and employees.

In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of the Engineers and the City, they shall be borne by each party in proportion to its negligence.

The City acknowledges that the Engineers is a Business Corporation and not a Professional Service Corporation, and further acknowledges that the corporate entity, as the party to this contract, expressly avoids contracting for individual responsibility of its officers, directors, or employees.

The City and Engineers agree that any claim made by either party arising out of any act of the other party, or any officer, director, or employee of the other party in the execution or performance of the Agreement, shall be made solely against the other party and not individually or jointly against such officer, director, or employees.

3.7. For the duration of the Agreement, the Engineers shall procure and maintain insurance for protection from claims under worker's compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom, alleged to arise from the Engineers' negligence in the performance of services under this Agreement. City shall be named as an additional insured on the Engineers' general liability insurance policy. The limits of liability for the insurance required by this Subsection are as follows:

(1)	Worker's Compensation:	Statutory Limits
(2)	General Liability	
	Per Claim:	\$1,000,000
	Aggregate:	\$2,000,000
(3)	Automobile Liability	
	Combined Single Limit:	\$1,000,000
(4)	Excess Umbrella Liability	
	Per Claim and Aggregate:	\$5,000,000
(5)	Professional Liability	
	Per Claim and Aggregate:	\$5,000,000/\$5,000,000

3.8. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, the total liability, in the aggregate, of the Engineers and their officers, directors, employees, agents, and any of them, to the City and anyone claiming by, through or under the City, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the City's projects or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty express or implied of Engineers or their officers, directors, employees, agents or any of them, hereafter referred to as the "City's Claims", shall not exceed the total insurance proceeds available to pay on behalf of or to the Engineers by their insurers in settlement or satisfaction of City's Claims under the terms and conditions of Engineers' insurance policies applicable thereto, including all covered payments made by those insurers for fees, costs and expenses of investigation, claims adjustment, defense and appeal.

The City and Engineers agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the City's projects.

3.9. The compensation for engineering services set forth in Section 2 hereof does not include the costs of railroad insurance or railroad flaggers that may be required by the

Engineers for a project. The Engineers shall make all necessary arrangements, subject to the prior approval by the City, and purchase railroad insurance and employ railroad flaggers meeting the requirements of the railroad. The costs of such railroad insurance and railroad flaggers is a separate expense to the City and the City shall reimburse the Engineers for the actual costs of the insurance and flaggers plus five percent (5%) service charge upon submission of proper invoices.

3.10. The Engineers are responsible for the quality, technical accuracy, timely completion, and coordination of all Designs, Drawings, Specifications, Reports, and other professional services furnished or required under this Agreement. The Engineers shall endeavor to perform such services to the same degree of knowledge, skill and diligence normally employed by professional engineers performing the same or similar services.

3.11. The City may, at any time, by written order, make changes within the general scope of this Agreement in the services to be performed by the Engineers. If such changes cause an increase or decrease in the Engineers' fee or time required for performance of any services under this Agreement, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. No service for which an additional compensation will be charged by the Engineers shall be furnished without the written authorization of the City.

3.12. All Reports, Drawings, Specifications, other documents, and electronic media prepared or furnished by the Engineers pursuant to this Agreement are instruments of service in respect to the City's Projects, and the Engineers shall retain the right of reuse of said documents and electronic media by and at the discretion of the Engineers whether or not a project is completed. Reproducible copies of the Engineers' documents and electronic media for information and reference in connection with the use and occupancy of a project by the City and others shall be delivered to and become the property of the City upon request; however, the Engineers' documents and electronic media are not intended or represented to be suitable for reuse by the City or others on additions or extensions of a project, or on any other project. Any such reuse without verification or adaptation by the Engineers for the specific purpose intended will be at the City's sole risk and without liability or legal exposure to the Engineers, and the City shall indemnify and hold harmless the Engineers from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom. Any furnishing of additional copies and verification or adaptation of the Engineers' documents and electronic media will entitle the Engineers to claim and receive additional compensation from the City. Electronic media are furnished without guarantee of compatibility with the City's software or hardware, and the Engineers' sole responsibility for such media is to furnish replacements of defective disks within 30 days after initial delivery.

3.13. The compensation for engineering services set forth in Section 2 hereof shall include coordination of any geotechnical subconsultant, subsurface utility exploration subconsultant and/or laboratory services required by the Engineers for the City's projects.

The Engineers shall make all necessary arrangements, subject to the prior approval by the City, and employ qualified subconsultants for all geotechnical subconsultant, subsurface exploration and/or laboratory services. The cost of such subconsultant services shall be a separate expense to the City and the City shall reimburse the Engineers for the actual costs of the geotechnical subconsultant, subsurface exploration and/or laboratory services plus five percent (5%) service charge upon submission of proper invoices.

3.14. The City will provide the sites for the projects, and it warrants that all known hazardous materials on or beneath the sites have been identified to the Engineers. The Engineers shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, unidentified or undisclosed hazardous materials. The Engineers shall not be required by the City to provide certifications that soils, including soil mixed with other clean construction or demolition debris, are or are not contaminated.

3.15. During the progress of construction work under this Agreement, the Engineers shall continuously monitor their costs and anticipated future costs, and if such monitoring indicates possible costs in excess of the amounts stated in a Work Order, the Engineers shall notify the City of such anticipated increase. Upon notification, the City and the Engineers shall negotiate the revised scope of services and/or the compensation for construction-related engineering services and shall adjust the applicable Work Order accordingly.

3.16. The not-to-exceed amount for construction-related engineering services set forth in a Work Order does not include any overtime hours for Resident Project Representatives. In the event the Contractor works more than eight (8) hours on any weekday, or works any time on Saturdays, Sundays or holidays, during which time Resident Project Representatives are required to be present, the City shall pay the Engineers extra compensation at the Engineers' hourly rates on a time-and-a-half basis for all time of more than eight (8) hours on any weekday and all time on Saturdays, and on a double time basis for all time on Sundays and holidays.

3.17. When requested by the Engineers, the City shall obtain from others and furnish to the Engineers complete legal descriptions and plats of property surveys for a project which shall include, but not be limited to, location and staking of all necessary property lines and corners, public rights-of-way and secured easements, and zoning and deed restrictions.

3.18. Any provision or part thereof of this Agreement held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the parties. The parties agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

3.19. This Agreement contains and embodies the entire and integrated agreement between parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral.

IN WITNESS WHEREOF, the parties hereto have caused the execution of this Agreement by their duly authorized officers as of the day and year first above written.

BAXTER & WOODMAN, INC.

CITY OF BURLINGTON, WISCONSIN

By Robert W. Benson
Vice President

By _____
Mayor

June 6, 2013
Date of Signature

Date of Signature

ATTEST:

ATTEST:

Jessica A. Kuiper
Deputy Secretary

Clerk

Attachment

CITY OF BURLINGTON, WISCONSIN
EXHIBIT A

CITY OF BURLINGTON, WISCONSIN
PROJECT NAME

ENGINEERING SERVICES
WORK ORDER

Engineers' Project No. _____

Project Description:

(insert brief project description)

Engineering Services:

The general provisions of this contract are enumerated in the Engineering Services Agreement between the City and Engineers dated _____. A detailed scope of services for this Project is listed in Attachment A of this Work Order. Manpower requirements and a fee summary are listed in Attachment B.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated _____. The Engineers' fee shall be based upon standard hourly rates of compensation for actual work time performed plus reimbursement of out-of-pocket expenses including travel costs, which in total will not exceed \$_____.

Submitted by: **Baxter & Woodman, Inc.**

By: _____

Title: _____

Date: _____

Approved by: **City of Burlington, WI**

By: _____

Title: _____

Date: _____

Additional Comments and Conditions:

WPDES Permit Process-Work Order D43							
Task 1	WPDES Permit Application						
Item 5	Site Map	Attach to the Certification Statement					
Item A1	Facility Description						
Item A5	Service Area						
	Sources of Water Supply						
Item A 6	SSOs						
Item A7	Sources of Non-Domestic Wastewater						
	Categorical Industries	See DNR List of Page 7 and 8 of Application					
	Significant Industrial Users	> 25,000 gpd, > 5 % of organic capacity of plant					
	Potentially Toxic Dischargers						
	Wastes from Other Activities						
	Groundwater Remediation						
	Hazardous Waste Generators						
	Complete Detailed Non-Domestic Contributor Sheet	On-Line Click Add-On Non-Domestic Contributor					
Item A8	Hauled Wastes						
	Domestic Holding Tank Wastes						
	Septic Tank Waste						
	Grease Trap						
	Commercial Septage						
	Landfill Leachate						
	Other						
Item A9	Schematic Diagram	Attach to Certification Statement					
	Surface Water Outfall						
Item 2	Outfall Location						
Item 9	Mercury Variance	On-Line Click to Link Attach to Certification Statement					
Item 11	Required Effluent Monitoring						
	Nitrate						
	TKN						
	Total Nitrogen						
	Chloride	4 tests					
	Total Recoverable Copper	11 tests					
	Metals, etc	1 test	LODs				
	Volatile Organics	1 test	LODs				
	Base/Neutrals	1 test	LODs				
	Pesticides	1 test	LODs				
Task 2	Water Quality Memo Review						
	Mercury Variance						
	Interim Limit for Phosphorus						
Task 3	Draft WPDES Permit Review						
Task 4	Public Noticed WPDES Permit Review						

	Operational Evaluation for P Removal-Work Order		September 2013			
	Analysis of Feasible Alternatives-Work Order		September 2013			
	Contested Case Hearing Request-Work Oder		Site Specific Limits-July 2014 ?			

Wisconsin Pollutant Discharge Elimination System (WPDES) Wastewater Discharge Individual Permit Application

Permittee Name: Burlington Water Pollution Control
Facility Name: Burlington Water Pollution Control
Address: City Hall 300 N. Pine St, Burlington, WI 53105
WPDES Permit Number: 0022926-09-0
Proposed Permit Expiration Date: 03/31/2019 12:00:00 AM
FID #: 252002630

Important - Please Read These Instructions

Completion of this application is required pursuant to ss. 283.37 and 283.53, Stats., and ch. NR 200, Wis. Adm. Code. Failure to provide the requested information may result in fines, forfeitures or other penalties pursuant to ss. 283.89 and 283.91, Stats. Personally identifiable information is not likely to be used by the Department of Natural Resources (DNR) for any purpose other than the reasons stated in the form or for the purpose the form is being submitted.

You must use this form (or a department-approved modification to this form) to apply for an initial permit or a reissued permit for a discharge that the DNR determines requires an individual permit under ss. NR 200.03(1)(a), (b) and (c), Wis. Adm. Code.

- Initial permit - If you are applying for an initial permit, s. NR 200.04(3), Wis. Adm. Code, requires that you file a complete application with the DNR no later than 180 days prior to the date you intend to commence discharging.
- Reissued permit - If you have an existing permit and wish to continue to discharge after expiration of the permit, s. NR 200.06, Wis. Adm. Code, requires that you must file a complete application with the DNR no later than 180 days prior to the current permit expiration date.

The application for a given permittee consists of a number of sections that may differ from another permittee's application, based on discharge type (municipal, industrial, surface water, land treatment, land application, stormwater). If you have made changes to your facility since the last time the DNR reissued your permit and you did not inform the DNR of those changes, this application may not contain all of the correct applicable sections. The correct discharge type and number of outfalls should appear in the menu bar to the left. If the proper sections do not appear at the left, you should notify the department or you may complete this application, indicating what changes have occurred in answer to questions that ask you to report changes.

You must answer every question on the sections that apply to your facility. If you try to submit the application with required fields missing, an error message will alert you. The DNR may contact you to request additional information. Your application will not be considered complete until you supply this required information.

For some outfall types, effluent monitoring for a list of pollutants is required as part of the application. Please plan accordingly so results are available to submit with the application. Note, that some pollutants require multiple tests.

To begin, check to see if the Permittee and the Facility name shown at the top of this page are correct. If the facility name and permittee name are not correct, please report the problem to the DNR using the **Contact Us** button in the left menu. If the information is correct:

- Click on the various sections in the menu bar to the left one at a time and complete the information requested by checking boxes, clicking buttons or entering words and numbers.
- If you have questions about what information to supply for a certain question as you go about filling out the form, click on the **Instructions** button in the left menu bar to reveal instructions for the section you are working on. Useful tip: After you bring up the instructions, you may print them. However, you should understand that, the complete instructions are about 40 pages long.
- Use the **save** button as you go or as requested. Your work will automatically be saved upon exiting. You may complete some parts of the application and come back at another time to finish.
- To print a section or multiple sections at any time use the **PDF Print** button in the left menu bar, select the section(s) you want to print, open the PDF document and use the normal print function.
- When you believe a section is complete, click on the **validate** button in the left menu bar. If information is missing, a message will inform you what you need to do. If all the required information has been supplied, a red check mark will appear in the left menu bar next to the section. You may change your answer to a question in a validated section up until you **submit** your application.
- When all sections are complete and have been validated, use the **submit** button to send your application to the DNR. The Permit Application Certification Statement must be printed and then signed by the Authorized Representative. Mail the Certification Statement to the address given.

Facility Information

1.	Permittee name: Burlington Water Pollution Control	
2.	Facility Site Name: Burlington Water Pollution Control Site Address: 6551 S. Pine Street MCD: City of BURLINGTON County: Racine	
3.	Other environmental permits or approvals Has the facility received or applied for coverage under any general WPDES permit or any other environmental permits, such as for management of hazardous wastes, emission of air pollutants or underground injection? <input checked="" type="radio"/> No <input type="radio"/> Yes If yes, give the permit number(s) and briefly describe the discharge(s)	
	Permit Number	Description of Discharge
4.	Native American Lands a. <input type="radio"/> Yes <input checked="" type="radio"/> No Is any portion of the facility located on Native American lands? b. <input type="radio"/> Yes <input checked="" type="radio"/> No Does the receiving stream flow through Native American lands after it receives discharge from the treatment facility? c. <input type="radio"/> Yes <input checked="" type="radio"/> No Are biosolids stored on, disposed of, or land applied on Native American lands? If yes, to any of the above, please identify those portions of the facility or wastewaters located on Native American lands. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
5.	Site Map Attach to this application a detailed site map, such as a USGS topographic map, showing the area extending to at least one (1) mile beyond property boundaries. This map must show the outline of the facility, the locations of incoming wastewater, including hauled waste receiving stations, the locations of all surface water discharge points (e.g., to rivers, lakes, streams etc) and all land treatment sites (e.g., seepage cells). For surface water discharges, estimate the approximate distance from the plant to the receiving waters. For groundwater discharges, include all groundwater monitoring wells, nearby residences and all potable wells within 1,000 feet of all land treatment sites. Number all discharge points and sampling points on the map. Include the map scale and a meridian arrow showing north. <input type="checkbox"/> Site map is attached to the Certification Statement	

Contact Information

Check over the contact information below and fill in any missing information or make any needed changes. It is not necessary to have a person's name as Owner. Also, fax numbers are not required. All other fields are required.

AUTHORIZED REPRESENTATIVE	Name	Craig Workman	Title	Director of Public Works
	Address	2100 S. Pine St. Burlington, WI 53105		
			Phone	(262) 342-1182
	E-Mail	cworkman@burlington-wi.gov	FAX	(262) 539-3773
OWNER OF FACILITY	Name		Title	City of Burlington
	Address	2100 S. Pine Street Burlington, WI 53105		
			Phone	(262) 539-3646
	E-Mail	cworkman@burlington-wi.gov	FAX	(262) 539-3648
DISCHARGE MONITORING CONTACT	Name	Craig Workman	Title	Utility Manager
	Address	2100 S. Pine St. Burlington, WI 53105		
			Phone	(262) 539-3646
	E-Mail	cworkman@burlington-wi.gov	FAX	(262) 539-3648
FACILITY OPERATOR/PLANT MANAGER	Name	Donald Hefty	Title	Wastewater Foreman
	Address	2100 S. Pine St. Burlington, WI 53105		
			Phone	(262) 539-3646
	E-Mail	wwtoperators@burlington-wi.gov	FAX	(262) 539-3648

A. Description Of Municipal Activity

1. Treatment Facility Description - Provide a brief description of the wastewater treatment facility.

Municipal wastewater treatment plant incorporating screening, grit removal, 3- primary clarifiers, 2 - secondary clarifiers, 2 - trickle filters, 6 - nitrification basins, 2 - final clarifiers, UV Disinfection, 2 - anaerobic digesters, and a gravity belt thickener. The plant uses ferrous chloride to assist in phosphorous removal

2. Change in Operations

a. If this application is for reissuance of a current WPDES permit, since the most recent issuance, have any changes in the operations of the facility or modifications of the facility's wastewater treatment system affected either the quantity or quality of the discharges from the facility?

☒ No. (continue to b)

☐ Yes. If yes, indicate changes and modifications that have been made and then continue to b.

☐ NA. This is a first-time application.

b. In the next five years, do you intend to expand or change the operations of the facility or modify the wastewater treatment system to an extent that the quantity or quality of the discharge will be affected?

☒ No. (continue to 3)

☐ Yes. If yes, provide a brief summary of the planned changes.

3. Design Flow

Based on information available to the Department, the wastewater treatment plant's average flow (may also be known as the "dry weather design flow") is shown below. This is the flow that the Department uses for most of the effluent limit calculations. The Department will determine other needed flow values from our records. Please indicate if you agree or disagree with the average design flow given. If you disagree, please briefly explain your reason.

Average Design Flow **3.5** MGD (million gallons per day)

☒ I agree that the given flow is correct.

☐ I disagree for the following reason:

A. Description Of Municipal Activity

4. Influent Flow Monitoring and Sampling Devices

Influent Flow Monitoring Type & Age

Magnetic Flow Meter

Influent Flow Monitoring Location

Head of Plant - Stage 1 Building

Influent Sampling Type

24-Hour Composite

Influent Sampling Location

Head of Plant - Stage 1 Building

5. Service Area Information

a. List all governmental jurisdictions or private developments served by the treatment works (cities, villages, towns or sanitary districts), who own sewers in each of those entities and the approximate population of each entity.

Entity Name**Who Owns Sewers****Approximate
Population Served****Bohner's Lake Sanitary
District**

Bohner's Lake Sanitary District

100

**Brown's Lake Sanitary
District**

Brown's Lake Sanitary District

100

City of Burlington

City of Burlington

10,500

b. List sources of water supply serving the sewered service area (include any water supplies serving industrial contributors not connected to the municipal supply where it is located). Indicate approximate average flows and any chemical treatment (other than chlorine or fluoride) for each water supply.

Source Name**Flow (avg. in MGD)****Chemical Treatment****Burlington Waterworks**

1.6

Chlorine (Disinfection), Hydrous Manganese Oxide
(Radium Removal)

6. Have there been any collection system overflow or treatment plant bypass events in the last 5 years?

☐ No. If no, continue to next question.☒ Yes. If yes, were the details of these incidences reported to the Department?☒ Yes. If yes, continue to the next question.☐ No. If no, provide detailed descriptions of the problems, using the Overflow/Bypass Form. Attach a paper copy of the completed Overflow/Bypass form to the Certification Statement.

A. Description Of Municipal Activity

7. Contributors of Non-domestic Wastewater

a. Pretreatment Program -- Does the treatment works have, or is it subject to, an approved pretreatment program (flow greater than 5 MGD)?

- ☐ Yes. If yes, record the date of program approval.

Also, record the number of industrial users of the following types:

Categorical Industrial Users

Record the number of Categorical Industrial Users that contribute wastewater to the treatment works:

Other significant Industrial Users

Record the number of other significant industrial users that contribute wastewater to the treatment works:

- ☒ No. If no, record the name(s) of industrial users of the types designated. If there are no users of a given type, enter "None":

Name any **Categorical Industrial User(s)** (see list of categorical industry types in instructions) that contributes wastewater, other than sanitary wastewater, to the treatment works (If none, enter none):

Name any Industrial user(s) that is not a categorical user but has been previously designated as a **Significant Industrial User** or contributes; 1) an average of 25,000 gallons per day or more of wastewater, excluding sanitary wastewater, noncontact cooling water and boiler blowdown or 2) a process waste stream that makes up 5% or more of the average dry weather hydraulic or organic capacity of the treatment plant (If none, enter none):

Air Liquide, Echo Lake Produce, Lavelle, Nestle, Packaging Corporation, St. Gobain

b. Potentially Toxic Discharges -- Name any industrial user(s) not included above that contributes wastewater from food processing, dairy operations (including condensate of whey), can cooling, meat packing or fish hatchery operation (If none, enter none):

c. Wastes From Other Activities -- Name other entities that contribute wastewater from any of the following activities (If none, enter none):

Groundwater Remediation or Other Remedial Cleanup

Burlington Landfil

Discharges from Hazardous Waste Generators

d. Total Number of Non-domestic Contributors named above (enter 0 if none):

e. Detailed Contributor Information -- For each of the non-domestic contributors **named** in parts of question 7, complete a Detailed Non-Domestic Contributor Sheet. (If you operate a pretreatment program, you only need to provide this information for contributors named in parts b. and c.)

A. Description Of Municipal Activity

8. Hauled Wastes (check all wastes accepted and enter the average amount in gallons per day)

Sources

Monthly Average Amount (gallons per day)

☒ Domestic holding tank wastes

☒ Septic tank waste

☐ Grease trap/interceptor waste

☒ Commercial Septage

☒ Landfill leachate

☒ Other

☐ None of the above

9. Schematic Diagram of Treatment System - Attach a schematic diagram (paper copy) of your wastewater treatment system. Show all sample locations and treatment units and processes including any chemical addition or treatment. Also show plant recycle lines and sludge draw off points.

☐ Schematic diagram attached to the Certification Statement

Surface Water Outfall Information for outfall 001: EFFLUENT

1.	Receiving Water: FOX RIVER
2.	<p>Outfall Location Describe the outfall location (for example, east bank of Wisconsin River one-quarter mile down stream of Second Street bridge)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">West bank of Fox River Approximately 1 mile south of the Burlington Bypass Bridge</div>
3.	<p>Seasonal or Intermittent Discharges (select one of following options and provide information requested)</p> <p><input checked="" type="radio"/> Discharge is year round.</p> <p><input type="radio"/> Discharge is intermittent (describe the frequency, duration and flow rate of each discharge occurrence, except for storm water runoff and spillage or leaks).</p> <div style="border: 1px solid black; height: 60px; margin-top: 10px;"></div> <p><input type="radio"/> Discharge is seasonal (specify dates)</p> <p>Date From Through Date</p>
4.	<p>Effluent Flow Monitoring and Sampling Devices</p> <p>Flow Monitoring Type & Age: <div style="border: 1px solid black; padding: 2px 5px;">Ultrasonic Flow Meter with Parshall Flume</div></p> <p>Flow Monitoring Location: <div style="border: 1px solid black; padding: 2px 5px;">Second Stage Building</div></p> <p>Effluent Sampling Type: <div style="border: 1px solid black; padding: 2px 5px;">24-Hr Composite</div></p> <p>Effluent Composite Sample Location: <div style="border: 1px solid black; padding: 2px 5px;">Second Stage Building</div></p> <p>Effluent Grab Sample Location: <div style="border: 1px solid black; padding: 2px 5px;">Second Stage Building</div></p>

Surface Water Outfall Information for outfall 001: EFFLUENT

5. Phosphorus Effluent Limit Information (first-time applicants skip to the next section).

a. Is there a phosphorus limit in your current permit? (Select only one of the options and follow the instructions given.)

- ☒ Yes. My current limit is 1.0 mg/L total phosphorus and I am planning to continue to meet the current limit.(continue to question 6)
- ☐ Yes. My current limit is 1.0 mg/L total phosphorus, but I wish to apply for an alternative phosphorus limit. (continue to part d.)
- ☐ Yes. I have an alternative phosphorus limit in my current permit and I wish to re-apply for an alternative phosphorus limit. (continue to part b.)
- ☐ Yes. I have an alternative phosphorus limit in my current permit and I do not wish to re-apply for an alternative phosphorus limit.(In this case the permit will be reissued with a 1mg/L phosphorus limit). (continue to question 6)
- ☐ No. I do not have a phosphorus limit in my current permit. (Monitor your effluent for phosphorus as directed in the effluent characteristics section of this application.)(continue to question 6)

b. Changes since the permit was last reissued. (Answer the following questions to re-apply for an alternative phosphorus limit.)

1) Have there been significant changes in the treatment plant processes?

☐ Yes ☐ No

2) Have there been significant changes in industrial, commercial, or institutional contributions, which could affect influent phosphorus levels?

☐ Yes ☐ No

3) Has the flow to the treatment plant changed by more than 25%?

☐ Yes ☐ No

4) If the alternative phosphorus limit is based on biological phosphorus removal, have chemicals been required to be added frequently(more than 25% of the time) to meet permit effluent limitations?

☐ Yes ☐ No

c. If you answered **NO** to all four questions in b., the Department requires no further information to process your request to re-apply for an alternative phosphorus limit.

d. If you answered **YES** to any of the questions in b or if your current limit is 1.0 but you want to apply for an Alternative Phosphorus Effluent Limitation, you must submit a new alternative phosphorus limit request. Prior to requesting a new Alternative Phosphorus Limit (APL), please contact your DNR representative to determine if your facility is eligible for an APL. As of December 2010, Wisconsin's phosphorus rules, NR 217 Wis. Adm. Code, were updated to include procedures for calculating water quality based effluent limits (WQBELs) for phosphorus in addition to the existing technology based limits of 1.0 mg/L and provisions for requesting an APL. Should you decide to pursue an APL, please use the Alternative Phosphorus Effluent Limitation Request Checklist to help guide you in preparing an alternative phosphorus limit request. Attach a paper copy to the Certification Statement.

☐ A copy of the alternative phosphorus limit request is attached to the Certification Statement.

6. Biological Toxicity Data - In the last five years, have any biological tests for acute or chronic toxicity been made on the discharge from this outfall or on the receiving water for this outfall?

- ☒ No.
- ☐ Yes. If yes, provide all test dates and types below. Also, submit to the Department test results for those tests not previously submitted.

Dates	Type (acute or chronic)
-------	-------------------------

Surface Water Outfall Information for outfall 001: EFFLUENT

7. Ammonia Variance - If your wastewater treatment plant consists of primarily a stabilization pond or aerated lagoon, you may be eligible for a variance to potential ammonia limits in accordance with NR 106.38, Wisconsin Administrative Code. To apply for the variance, use the Ammonia Limits Variance Form 3400-186 and attach a paper copy to the Certification Statement.

Are you applying for an ammonia variance?

☐ Yes ☒ No

8. Chloride Variance - If your current permit contains a chloride variance and you wish the variance to continue, you must re-apply. If your effluent chloride concentration approaches or exceeds 1500 mg/L as a daily maximum (or 395 as a weekly average, if you discharge to a very low-flow stream) you may have trouble meeting effluent chloride limits. You may apply for a chloride variance under section NR 106, subchapter IV, Wisconsin Administrative Code.

To apply, use the Chloride Variance Application Form 3400-193 and attach a copy to the Certification Statement.

Are you applying for a chloride variance?

☐ Yes ☒ No

9. Mercury Variance - If your effluent mercury concentration approaches or exceeds 1.3 ng/L as a monthly average, and you discharge net quantities of mercury, you may have trouble meeting water quality based effluent limits for mercury. You may apply for a mercury variance (alternative mercury effluent limitation) under section NR 106.145, Wisconsin Administrative Code. To apply for a variance, use the Mercury Variance Application Form 3400-192 and attach a paper copy to the Certification Statement.

Are you applying for a mercury variance?

☐ Yes ☐ No

10. Discharge Monitoring Report (DMR) Information

Select one and give details, if appropriate.

- ☐ This is a first-time permit application for a facility that does not yet have a discharge.
- ☒ I believe that data previously reported on DMRs for this outfall for the last 36 months are representative of the effluent quality.
- ☐ Certain of the data previously reported on DMRs for this outfall for the last 36 months are not representative of the effluent quality. The data (give specific dates or date ranges) and the reasons for them not being representative are as follows.

--

11. Required Effluent Monitoring for Outfall 001

a. Permittees are required to monitor and record results in the attached Monitoring Grid for each substance listed for each municipal major outfall. If you test any parameter more frequently than indicated by the number of rows in the Grid, use the Additional Values Grid to report the results. See Table 1 of the instructions for appropriate sample types, recommended analytical methods and proper sample preservation and holding times. All samples should be representative of normal operating conditions.

b. You may not be required to provide monitoring results of this outfall discharge. Indicate if one of the following conditions apply, please show which one applies and leave all or parts of the monitoring table blank.

- I am required to provide monitoring results
- I am NOT required to provide monitoring results because one of the following conditions apply.
 - I have two or more outfalls that discharge substantially identical wastewaters and I have received permission by contacting the responsible DNR staff person to only sample one of them. I am providing results for another substantially identical outfall.
 - This is a first-time permit application for a facility that does not yet have a discharge.
 - This outfall is no longer in use.
 - This outfall has a seasonal discharge that I was unable to sample prior to submitting the application. I will take the required samples once discharge resumes and send in the results as soon as possible.
 - I have received instructions in the application notification letter that I am exempt from certain standard monitoring requirements.
 - I have received instructions in the application notification letter that I may submit hard copies of the test results. I have attached them to the Certification Statement.

Code	Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collection Date	Sample Type	Lab ID
Common Pollutants										
330	Nitrogen, Nitrite + Nitrate Total		mg/L	<input type="checkbox"/>						
335	Nitrogen, Total Kjeldahl		mg/L	<input type="checkbox"/>						
338	Nitrogen, Total		mg/L	<input type="checkbox"/>						
105	Chloride (16887-00-6) (Submit a minimum of 4 sample results collected at least 3 days apart.)		mg/L	<input type="checkbox"/>						
			mg/L	<input type="checkbox"/>						
			mg/L	<input type="checkbox"/>						
			mg/L	<input type="checkbox"/>						

Code	Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collection Date	Sample Type	Lab ID
147	Copper, Total Recoverable (7440-50-8) (Submit a minimum of 11 sample results collected at least 3 days apart)		ug/L	<input type="checkbox"/>						
			ug/L	<input type="checkbox"/>						
			ug/L	<input type="checkbox"/>						
			ug/L	<input type="checkbox"/>						
			ug/L	<input type="checkbox"/>						
			ug/L	<input type="checkbox"/>						
			ug/L	<input type="checkbox"/>						
			ug/L	<input type="checkbox"/>						
			ug/L	<input type="checkbox"/>						
			ug/L	<input type="checkbox"/>						
			ug/L	<input type="checkbox"/>						
Explanation of QC Flags										
Metals, Cyanide, Hardness and Phenols										
31	Antimony, Total Recoverable (7440360)		ug/L	<input type="checkbox"/>						
35	Arsenic, Total Recoverable (7440-38-2)		ug/L	<input type="checkbox"/>						
50	Beryllium, Total Recoverable (7440417)		ug/L	<input type="checkbox"/>						
87	Cadmium, Total Recoverable (7440-43-9)		ug/L	<input type="checkbox"/>						
127	Chromium +6 (18540-29-9)		ug/L	<input type="checkbox"/>						
133	Chromium, Total Recoverable (7440-47-3)		ug/L	<input type="checkbox"/>						
155	Cyanide, Total (57-12-5)		ug/L	<input type="checkbox"/>						
152	Cyanide, Amenable (57-12-5)		ug/L	<input type="checkbox"/>						

Code	Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collection Date	Sample Type	Lab ID
264	Lead, Total Recoverable (7439-92-1)		ug/L	<input type="checkbox"/>						
315	Nickel, Total Recoverable (7440-02-0)		ug/L	<input type="checkbox"/>						
423	Selenium, Total Recoverable (7782-49-2)		ug/L	<input type="checkbox"/>						
430	Silver, Total Recoverable (7440-22-4)		ug/L	<input type="checkbox"/>						
494	Thallium, Total Recoverable (7440-28-0)		ug/L	<input type="checkbox"/>						
553	Zinc, Total Recoverable (7440-66-6)		ug/L	<input type="checkbox"/>						
231	Hardness, Total as CaCO3 (Submit a minimum of 4 sample results collected at 3 days apart.)		mg/L	<input type="checkbox"/>						
			mg/L	<input type="checkbox"/>						
			mg/L	<input type="checkbox"/>						
			mg/L	<input type="checkbox"/>						
382	Phenols, Total		ug/L	<input type="checkbox"/>						
Explanation of QC Flags										
Volatile Organics										
6	Acrolein (107-02-8)		ug/L	<input type="checkbox"/>						
8	Acrylonitrile (107-13-1)		ug/L	<input type="checkbox"/>						
40	Benzene (71-43-2)		ug/L	<input type="checkbox"/>						
174	Dichlorobromo- methane (bromo-dichloromethane) (75-27-4)		ug/L	<input type="checkbox"/>						
80	Bromoform (75-25-2)		ug/L	<input type="checkbox"/>						

Code	Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collection Date	Sample Type	Lab ID
93	Carbon tetrachloride (56-23-5)		ug/L	<input type="checkbox"/>						
113	Chlorobenzene (108-90-7)		ug/L	<input type="checkbox"/>						
115	Chlorodibromo-methane (124-48-1)		ug/L	<input type="checkbox"/>						
117	Chloroethane (75003)		ug/L	<input type="checkbox"/>						
118	Chloroform (67-66-3)		ug/L	<input type="checkbox"/>						
568	1,2-Dichloro- benzene		ug/L	<input type="checkbox"/>						
581	1,3-Dichloro- benzene (541731)		ug/L	<input type="checkbox"/>						
587	1,4-Dichloro- benzene (106-46-7)		ug/L	<input type="checkbox"/>						
556	1,1-Dichloro- ethane (75-34-3)		ug/L	<input type="checkbox"/>						
570	1,2-Dichloro- ethane (107-06-2)		ug/L	<input type="checkbox"/>						
558	1,1-Dichloro- ethylene (75-35-4)		ug/L	<input type="checkbox"/>						
567	1,2-cis Dichloroethene (25323302)		ug/L	<input type="checkbox"/>						
576	1,2-trans Dichloroethylene (156-60-5)		ug/L	<input type="checkbox"/>						
573	1,2-Dichloropropane (78-87-5)		ug/L	<input type="checkbox"/>						
583	1,3-Dichloropropane (142289)		ug/L	<input type="checkbox"/>						
560	1,1-Dichloro- propylene (563-54-2)		ug/L	<input type="checkbox"/>						
580	1,3-cis Dichloropropylene (10061-01-5)		ug/L	<input type="checkbox"/>						
585	1,3-trans Dichloropropylene (10061-02-6)		ug/L	<input type="checkbox"/>						

Code	Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collection Date	Sample Type	Lab ID
598	2,3-Dichloropropylene (26952238)		ug/L	<input type="checkbox"/>						
200	Ethylbenzene (100414)		ug/L	<input type="checkbox"/>						
82	Methyl bromide (74839)		ug/L	<input type="checkbox"/>						
120	Chloromethane (74873)		ug/L	<input type="checkbox"/>						
285	Methylene chloride (75092)		ug/L	<input type="checkbox"/>						
565	1,1,2,2-Tetrachloro- ethane (79-34-5)		ug/L	<input type="checkbox"/>						
490	Tetrachloroethylene (127-18-4)		ug/L	<input type="checkbox"/>						
500	Toluene (108-88-3)		ug/L	<input type="checkbox"/>						
561	1,1,1-Trichloro- ethane (71-55-6)		ug/L	<input type="checkbox"/>						
563	1,1,2-Trichloro- ethane (79-00-5)		ug/L	<input type="checkbox"/>						
508	Trichloro- ethylene (79-01-6)		ug/L	<input type="checkbox"/>						
517	Vinyl chloride (75-01-4)		ug/L	<input type="checkbox"/>						
Explanation of QC Flags										
Acid Extractable Compounds (Phenols)										
592	2-Chlorophenol (95-57-8)		ug/L	<input type="checkbox"/>						
603	2,4-Dichlorophenol (120-83-2)		ug/L	<input type="checkbox"/>						
611	2,6-Dichlorophenol (87-65-0)		ug/L	<input type="checkbox"/>						

Code	Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collection Date	Sample Type	Lab ID
604	2,4-Dimethyl- phenol (105-67-9)		ug/L	<input type="checkbox"/>						
605	2,4-Dinitrophenol (51-28-5)		ug/L	<input type="checkbox"/>						
349	P-Chloro-m-Cresol (3-methyl-4-chlorophenol) (59-50-7)		ug/L	<input type="checkbox"/>						
593	2-Methyl-4,6- dinitrophenol (534521)		ug/L	<input type="checkbox"/>						
596	2-Nitrophenol (88-75-5)		ug/L	<input type="checkbox"/>						
624	4-Nitrophenol (100-02-7)		ug/L	<input type="checkbox"/>						
368	Pentachloro- phenol (87-86-5)		ug/L	<input type="checkbox"/>						
633	Phenol (108-95-2)		ug/L	<input type="checkbox"/>						
600	2,3,4,6-Tetrachloro- phenol (58-90-2)		ug/L	<input type="checkbox"/>						
607	2,4,5-Trichloro- phenol (95-95-4)		ug/L	<input type="checkbox"/>						
608	2,4,6-Trichloro- phenol (88-06-2)		ug/L	<input type="checkbox"/>						
Explanation of QC Flags										
Base/Neutral Compounds										
4	Acenaphthylene (208-96-8)		ug/L	<input type="checkbox"/>						
42	Benzidine (92-87-5)		ug/L	<input type="checkbox"/>						
61	Bis(2-Chloroethoxy) methane (111-91-1)		ug/L	<input type="checkbox"/>						

Code	Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collection Date	Sample Type	Lab ID
62	Bis(2-Chloroethyl)ether (111-44-4)		ug/L	<input type="checkbox"/>						
63	Bis(2-Chloroisopropyl) ether (66-56-8)		ug/L	<input type="checkbox"/>						
621	4-Bromophenyl-phenyl ether (101-55-3)		ug/L	<input type="checkbox"/>						
84	Butyl benzyl phthalate (85-68-7)		ug/L	<input type="checkbox"/>						
591	2-Chloronaphthalene (91-58-7)		ug/L	<input type="checkbox"/>						
622	4-Chloro-phenyl-phenyl ether (7005-72-3)		ug/L	<input type="checkbox"/>						
617	3,3'-Dichlorobenzidine (91-94-1)		ug/L	<input type="checkbox"/>						
178	Diethyl phthalate (84-66-2)		ug/L	<input type="checkbox"/>						
181	Dimethyl phthalate (131-11-3)		ug/L	<input type="checkbox"/>						
167	Di-n-butyl phthalate (dibutyl phthalate) (84-74-2)		ug/L	<input type="checkbox"/>						
606	2,4-Dinitro- toluene (121-14-2)		ug/L	<input type="checkbox"/>						
612	2,6-Dinitro- toluene (606-20-2)		ug/L	<input type="checkbox"/>						
169	Di-n-octyl phthalate (117-84-0)		ug/L	<input type="checkbox"/>						
574	1,2-Diphenylhydrazine (122-66-7)		ug/L	<input type="checkbox"/>						
240	Hexachloroethane (67721)		ug/L	<input type="checkbox"/>						
253	Isophorone (78-59-1)		ug/L	<input type="checkbox"/>						
298	N-Nitrosodi-n-butylamine (924-16-3)		ug/L	<input type="checkbox"/>						
301	N-Nitrosodiethylamine (55-18-5)		ug/L	<input type="checkbox"/>						

Code	Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collection Date	Sample Type	Lab ID
302	N-Nitrosodimethyl-amine (62-75-9)		ug/L	<input type="checkbox"/>						
304	N-Nitrosodiphenyl-amine (86-30-6)		ug/L	<input type="checkbox"/>						
299	N-Nitrosodi-n-propylamine (319-84-6)		ug/L	<input type="checkbox"/>						
306	N-Nitrosopyrrolidine (930-55-2)		ug/L	<input type="checkbox"/>						
307	Naphthalene (91-20-3)		ug/L	<input type="checkbox"/>						
317	Nitrobenzene (98953)		ug/L	<input type="checkbox"/>						
577	1,2,4-Trichloro- benzene (120-82-1)		ug/L	<input type="checkbox"/>						
234	Hexachlorobenzene (118-74-1)		ug/L	<input type="checkbox"/>						
236	Hexachlorobutadiene (87683)		ug/L	<input type="checkbox"/>						
238	Hexachlorocyclo-pentadiene (77-47-4)		ug/L	<input type="checkbox"/>						
367	Pentachloro- benzene (608-93-5)		ug/L	<input type="checkbox"/>						
579	1,2,4,5-Tetrachloro- benzene (95-94-3)		ug/L	<input type="checkbox"/>						
28	Anthracene (120-12-7)		ug/L	<input type="checkbox"/>						
43	Benzo(a)anthracene (56-55-3)		ug/L	<input type="checkbox"/>						
44	Benzo(a)pyrene (50-32-8)		ug/L	<input type="checkbox"/>						
45	Benzo(b)fluoranthene (205-99-2)		ug/L	<input type="checkbox"/>						
46	Benzo(ghi)perylene (191-24-2)		ug/L	<input type="checkbox"/>						
47	Benzo(k)fluoranthene (207-08-9)		ug/L	<input type="checkbox"/>						

Code	Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collection Date	Sample Type	Lab ID
135	Chrysene (218-01-9)		ug/L	<input type="checkbox"/>						
172	Dibenzo(a,h)-anthracene (53-70-3)		ug/L	<input type="checkbox"/>						
213	Fluoranthene (206-44-0)		ug/L	<input type="checkbox"/>						
215	Fluorene (86-73-7)		ug/L	<input type="checkbox"/>						
244	Indeno(1,2,3-cd)-pyrene (193-39-5)		ug/L	<input type="checkbox"/>						
380	Phenanthrene (85-01-8)		ug/L	<input type="checkbox"/>						
403	Pyrene (129-00-0)		ug/L	<input type="checkbox"/>						
Explanation of QC Flags										
Pesticides										
16	Aldrin (309002)		ug/L	<input type="checkbox"/>						
56	BHC, alpha (319846)		ug/L	<input type="checkbox"/>						
51	BHC, beta (319-85-7)		ug/L	<input type="checkbox"/>						
57	BHC, delta (319868)		ug/L	<input type="checkbox"/>						
58	BHC, gamma (Lindane) (58899)		ug/L	<input type="checkbox"/>						
103	Chlordane (57-74-9)		ug/L	<input type="checkbox"/>						
629	4,4'-DDT (50-29-3)		ug/L	<input type="checkbox"/>						
628	4,4'-DDE (72-55-9)		ug/L	<input type="checkbox"/>						

Code	Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collection Date	Sample Type	Lab ID
627	4,4'-DDD (72-54-8)		ug/L	<input type="checkbox"/>						
176	Dieldrin (60-57-1)		ug/L	<input type="checkbox"/>						
194	Endosulfan alpha (959-98-8)		ug/L	<input type="checkbox"/>						
195	Endosulfan beta (33213-65-9)		ug/L	<input type="checkbox"/>						
196	Endosulfan sulfate (1031-07-8)		ug/L	<input type="checkbox"/>						
197	Endrin (72-20-8)		ug/L	<input type="checkbox"/>						
198	Endrin aldehyde (7421934)		ug/L	<input type="checkbox"/>						
232	Heptachlor (76-44-8)		ug/L	<input type="checkbox"/>						
233	Heptachlorepoide (1024-57-3)		ug/L	<input type="checkbox"/>						
506	Toxaphene (8001-35-2)		ug/L	<input type="checkbox"/>						
353	PCB 1016 (12674-11-2)		ug/L	<input type="checkbox"/>						
355	PCB 1221 (11104282)		ug/L	<input type="checkbox"/>						
356	PCB 1232 (2921-88-2)		ug/L	<input type="checkbox"/>						
357	PCB 1242 (53469-21-9)		ug/L	<input type="checkbox"/>						
359	PCB 1248 (12672-29-6)		ug/L	<input type="checkbox"/>						
361	PCB 1254 (11097-69-1)		ug/L	<input type="checkbox"/>						
363	PCB 1260 (11096-82-5)		ug/L	<input type="checkbox"/>						
Explanation of QC Flags										

Code	Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collection Date	Sample Type	Lab ID
<div></div>										

Dr. J. R. Smith

Land Application Discharge - General Sludge/Biosolids Management Information for Outfall 004: Liquid Sludge

1.	Existing Sludge Generating Units (check all that apply)	
<input type="checkbox"/>	Flow Equalization	<input type="checkbox"/> Two Stage-Activated Sludge
<input type="checkbox"/>	Coagulation/Flocculation	<input type="checkbox"/> Screening
<input type="checkbox"/>	Sequencing Batch Reactor	<input type="checkbox"/> Contact Stabilization
<input type="checkbox"/>	Comminution	<input type="checkbox"/> Fill and Draw
<input type="checkbox"/>	Grit Chamber	<input type="checkbox"/> Chemical Precipitation
<input type="checkbox"/>	Aerated Grit Chamber	<input type="checkbox"/> Phosphorous Removal-Biological
<input checked="" type="checkbox"/>	Primary Clarification	<input type="checkbox"/> Phosphorous Removal-Alum
<input checked="" type="checkbox"/>	Conventional-Activated Sludge	<input checked="" type="checkbox"/> Phosphorous Removal-Ferric Chloride
<input type="checkbox"/>	Extended Aeration	<input type="checkbox"/> Phosphorous Removal-Ferric Sulfate
<input type="checkbox"/>	Oxidation Ditch	<input checked="" type="checkbox"/> Secondary Clarification
<input type="checkbox"/>	Pure Oxygen	<input type="checkbox"/> Rotating Biological Contactors
<input type="checkbox"/>	Septic Tank	==> When was septage last removed? <input type="text"/>
<input type="checkbox"/>	Polishing Pond	==> When was sludge last removed? <input type="text"/>
<input type="checkbox"/>	Aerated Lagoon	==> When was sludge last removed? <input type="text"/>
<input type="checkbox"/>	Stabilization Pond	==> When was sludge last removed? <input type="text"/>
<input type="checkbox"/>	Other (Specify)	<input type="text"/>
2.	Sludge Production - Estimate annual sludge production and method of disposition for this outfall. Check all that apply and specify amounts in dry U.S. tons. (See instructions for conversion formulas, if necessary)	
<input checked="" type="checkbox"/>	Sludge that you estimate will be generated	<input type="text" value="650"/> (dry U.S. tons)
<input type="checkbox"/>	Sludge to be landfilled	<input type="text"/> (dry U.S. tons)
<input checked="" type="checkbox"/>	Sludge to be land applied	<input type="text" value="650"/> (dry U.S. tons)
<input type="checkbox"/>	Sludge to be hauled to another facility	<input type="text"/> (dry US tons)
<input type="checkbox"/>	Sludge to be distributed or land applied as	<input type="text"/> (dry US tons)
	Exceptional Quality (EQ) sludge	
<input type="checkbox"/>	Other (explain in box)	<input type="text"/> (dry US tons)
<input type="checkbox"/>	Do not produce sludge (explain)	

Land Application Discharge - General Sludge/Biosolids Management Information for Outfall 004: Liquid Sludge

3. Screenings and Grit Disposal - Will screenings and grit be disposed at a sanitary landfill?

- ☒ Yes. If yes, identify the landfill and provide the license number below:

Landfill Name

License Number

- ☐ No. Screenings and grit are not disposed of at a sanitary landfill. If no, explain why not in the space below.

- ☐ No screenings or grit are generated.

4. Sludge Storage

a. Is sludge storage provided?

- ☒ Storage is provided

☒ On-Site

☐ Off-Site - Self Owned

☐ Off-Site - Contracted (provide the information requested below)

Name:

Contact:

Mailing Address:

P.O. Box, Street Address or Route:

City or Village, State and Zip Code:

Telephone Number:

- ☐ No storage is provided

b. How many days of sludge storage are provided for this outfall? (If none, enter 0) Days.

c. Estimate the capacity of all sludge storage facilities. (Answer at least one)

gallons cubic yards dry U.S. tons

d. Select sludge type that is being stored. ☒ Liquid ☐ Cake ☐ Both ☐ None

e. If no storage is provided or if less than 180 days of storage for this outfall is provided, please indicate why:

☐ Sludge storage is in planning or construction stage

☐ Have treatment lagoon system

☐ Sludge is landfilled

☐ Sludge is incinerated

☐ Sludge is hauled to another permitted facility (provide the information requested below)

Facility Name:

WPDES Permit No:

FID No:

☐ Other (explain)

Land Application Discharge - General Sludge/Biosolids Management Information for Outfall 004: Liquid Sludge

5. Sludge Transportation - Who will haul the sludge to the disposal site for this outfall? (Check all that apply)

☐ Plant Personnel

☒ Contract Hauler (provide the information requested below)

Business Name

Contact person

License Number (if certified)

☐

6. Sludge Treatment & Thickening Prior to Final Disposition

a. Treatment (check all that apply)

☐ Aerobic Digestion

☐ Composting w/msw or other (class A)

☒ Anaerobic Digestion

☐ Heat Drying

☐ Air Drying (Drying Beds)

☐ Heat Treatment

☐ Composting w/yard waste (class B)

☐ Autothermophilic Aerobic Digestion (ATAD)

☐ Composting w/msw or other (class B)

☐ Beta Ray irradiation

☐ Alkaline Stabilization (class B)

☐ Gamma Ray irradiation

☐ PSRP Equivalent

☐ Pasteurization

☐ Temp/Time based on %Solids

☐ PFRP Equivalent

☐ Alkaline Stabilization (class A)

☐ Hauled to other facility

☐ Prior test for enteric virus/viable ova

☐ Lagoon system

☐ Post test for enteric virus/viable ova

☐ Reed Beds

☐ Composting w/yard waste (class A)

☐ Other (please specify)

b. Thickening (check all that apply)

☐ Gravity Thickening Tank

☐ Dissolved air floatation (DAF or AFT)

☐ Pressure Filter

☐ Plate Press

☐ Belt Press

☐ Vacuum Filter

☐ Drying Beds

☐ None

☒ Gravity Belt Thickener

☐ Other (please specify)

☐ Centrifuge

7. Sludge/Biosolids Use and Disposal - How do you plan to use/dispose of your sludge/biosolids for this outfall? (Check all that apply)

☒ Land Application

☐ Landfill

☐ Haul to other permitted facility

☐ Incinerate

☐ Exceptional Quality Bulk

☐ Lagoon - Do not plan to disposal of sludge this permit term

☐ Exceptional Quality Bag

☐ Other (please specify)

8. Where do you or will you collect your sludge sample for analysis?

Land Application Discharge - General Sludge/Biosolids Management Information for Outfall 004: Liquid Sludge

9.	<p>Pathogen Control - What level of pathogen control do you achieve? (per NR 204.07(6), Wisconsin Administrative Code)</p> <p><input checked="" type="radio"/> Class A <input type="radio"/> Class B <input type="radio"/> Do not land apply</p> <p>If Class A, what organism do you test for compliance in addition to treatment?</p> <p><input type="radio"/> Fecal Coliform <input type="radio"/> Salmonella</p> <p>If Class B, how do you show compliance?</p> <p><input type="radio"/> Fecal Coliform <input type="radio"/> Process control as indicated above in item 6a <input type="radio"/> Both</p>												
10.	<p>Vector Control - What option do you use to satisfy vector control requirements? (per NR 204.07(7), Wisconsin Administrative Code)</p> <table border="0"><tr><td><input type="checkbox"/> Volatile Solids Reduction</td><td><input type="checkbox"/> Aerobic Composting Process</td></tr><tr><td><input type="checkbox"/> Aerobic SOUR Test</td><td><input type="checkbox"/> pH Adjustment of Sludge</td></tr><tr><td><input type="checkbox"/> Aerobic Bench Scale</td><td><input checked="" type="checkbox"/> Injection when land applied</td></tr><tr><td><input type="checkbox"/> Anaerobic Bench Scale</td><td><input type="checkbox"/> Incorporation when land applied</td></tr><tr><td><input type="checkbox"/> Drying With Unstabilized Solids</td><td><input type="checkbox"/> Approved Equivalent Process</td></tr><tr><td><input type="checkbox"/> Drying With Stabilized Solids</td><td><input type="checkbox"/> Do not land apply</td></tr></table>	<input type="checkbox"/> Volatile Solids Reduction	<input type="checkbox"/> Aerobic Composting Process	<input type="checkbox"/> Aerobic SOUR Test	<input type="checkbox"/> pH Adjustment of Sludge	<input type="checkbox"/> Aerobic Bench Scale	<input checked="" type="checkbox"/> Injection when land applied	<input type="checkbox"/> Anaerobic Bench Scale	<input type="checkbox"/> Incorporation when land applied	<input type="checkbox"/> Drying With Unstabilized Solids	<input type="checkbox"/> Approved Equivalent Process	<input type="checkbox"/> Drying With Stabilized Solids	<input type="checkbox"/> Do not land apply
<input type="checkbox"/> Volatile Solids Reduction	<input type="checkbox"/> Aerobic Composting Process												
<input type="checkbox"/> Aerobic SOUR Test	<input type="checkbox"/> pH Adjustment of Sludge												
<input type="checkbox"/> Aerobic Bench Scale	<input checked="" type="checkbox"/> Injection when land applied												
<input type="checkbox"/> Anaerobic Bench Scale	<input type="checkbox"/> Incorporation when land applied												
<input type="checkbox"/> Drying With Unstabilized Solids	<input type="checkbox"/> Approved Equivalent Process												
<input type="checkbox"/> Drying With Stabilized Solids	<input type="checkbox"/> Do not land apply												
11.	<p>High Quality Limits - Did you satisfy all high quality pollutant concentrations throughout your last permit term? (per NR 204.07(5)(c))</p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Did not monitor</p> <p>If no, what pollutants exceeded the high quality limits and what, if any steps were taken to address the source?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>												
12.	<p>Ceiling Limits - Did you satisfy all ceiling limit concentrations throughout your last permit term? (per NR 204.07(5)(a))</p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Did not monitor</p> <p>If no, what pollutants exceeded the ceiling limits and what, if any steps were taken to address the source?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>												
13.	<p>Exceptional Quality Biosolids - Do you produce exceptional quality biosolids? (per NR 204.07(4)(a))</p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>												

NOTE: Please notify the Department of Natural Resources of any changes in facilities and/or operations as described in this section of the application.

Additional Comments (if none write none)

1.

Draft